

SAN FRANCISCO PUBLIC LIBRARY



3 1223 08679 2844

5/5



San Francisco Public Library

**Government Information Center
San Francisco Public Library
100 Larkin Street, 5th Floor
San Francisco, CA 94102**

REFERENCE BOOK

Not to be taken from the Library

ELECTIONS COMMISSION

*City and County of
San Francisco*



Alix Rosenthal
Brenda Stowers
Robert Kenealey

NOTICE OF SPECIAL MEETING OF THE BUDGET AND POLICY COMMITTEE

DOCUMENTS DEPT.

DATE: Tuesday, February 19th, 2002
TIME: 2:00 p.m.
LOCATION: City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

OCT - 2 2007

SAN FRANCISCO
PUBLIC LIBRARY

Order of Business:

1. Call to Order and Roll Call
2. Public comment on matters appearing or not appearing on the agenda that are within the jurisdiction of the Elections Commission.

Note: the Commission will hear public comment on each item on the agenda before or during consideration of that item. At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Elections Commission and that do not appear on the agenda.

3. Report from the Director of Elections on the impact on the Department of Elections if Proposition A (instant run-off voting) passes. (Discussion and Possible Action)
4. Presentation of Department of Elections annual budget by the Director of Elections. (Discussion and Possible Action)
5. Discussion and Possible action regarding legislation requiring early voting at three satellite locations in San Francisco (Board of Supervisors File No. 020114). (Discussion and Possible Action)
6. Public comment.
7. ADJOURNMENT

100-02-1415
GOVERNMENT INFORMATION CENTER
SAN FRANCISCO PUBLIC LIBRARY
CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

Disability Access

The hearing room is wheelchair accessible

Chemical-Based Products

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Cell phones, pagers and similar sound-producing electronic devices

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Donna Hall

by mail to:

Administrator, Sunshine Ordinance Task Force

1 Dr. Carlton B. Goodlett Place, Room 409

San Francisco CA 94102-4689;

by phone at 415 554 7724

by fax at 415 554 7854

or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the @Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Members of the audience who wish to be notified of future meetings should sign in on the pad that will be provided.



Department of Elections
Elections Commission

CITY AND COUNTY OF SAN FRANCISCO

ELECTIONS COMMISSION

Minutes of the

San Francisco Elections Commission, Budget and Policy Committee

City Hall, One Dr. Carlton B. Goodlett Place, Room 408

2:00 p.m., February 19, 2002

DOCUMENTS DEPT.

1. Call to Order and Roll Call

OCT - 2 2007

Commissioner Alix Rosenthal called the meeting to order at 2:00 p.m.

**SAN FRANCISCO
PUBLIC LIBRARY**

COMMISSION MEMBERS PRESENT: Commissioner Alix Rosenthal, Commissioner Robert Kenealey; Commissioner Brenda Stowers (not present)

STAFF PRESENT: Tammy Haygood, Director of Elections; Jeremy Eckstein, Assistant to the Director

CITY ATTORNEY'S STAFF PRESENT: Julie Moll, Deputy City Attorney

MATERIALS DISTRIBUTED:

- Notice of Special Meeting of the Budget and Policy Committee and Agenda

2. Public comment on matters appearing or not appearing on the agenda that are within the jurisdiction of the Elections Commission.

Note: the Commission will hear public comment on each item on the agenda before or during consideration of that item. At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Elections Commission and that do not appear on the agenda.

No Public Comments.

3. Report from the Director of Elections on the impact on the Department of Elections if Proposition A (instant run-off voting) passes. (Discussion and Possible Action)

Director Haygood reported on the impact on the Department of Elections if Proposition A (instant

run-off voting) passed She stated that John Mott Smith for the Secretary of State's Office, had not certified the software needed for instant run-off.

During the Department of Elections' research, Cambridge, MA was the only place that had the instant run-off. The instant run-off, however, was not being used on every race, ballots were counted manually.

- She distributed the letter from Mr. Bradley Clark, Alameda County Registrar of Voters, dated October 30, 2001.

Mr. Bradley Clark reminded that there were no laws, regulations or rules in the State of California that detailed how preferential elections were conducted. He stated that until the State law was established and regulated, that the Registrar of Voters could not conduct preferential voting.

In his letter, he described the problems associated in conducting a preferential election consolidated with a regular election:

- Two types of logic on touchscreen ballots
- Absentee ballots could not accommodate both types of election
- Voter Confusion
- Possible disenfranchisement of voters
- Need for revision of Charter and municipal codes
- No State Laws

(For further information, please refer to Mr. Bradley Clark's letter dated October 30, 2001)

Public Comments:

Commission President Tom Schulz outlined what the Department of Elections had to accomplish:

- Inventory Control
 - Warehouse automation
 - Detailed look at voter database
-
- Early voting at three satellite locations in San Francisco
 - Office relocation and cost

Public Comments:

Caleb Kleppner added that Cambridge, MA used the hand-count system until 1997 on instant run-off voting. He further added that after 1997, they started using the optical scan systems.

4. Presentation of Department of Elections annual budget by the Director of Elections. (Discussion and Possible Action)

· Distributed the Department of Elections Budget outline for Fiscal Year 2002 - 2003

The Department of Elections annual budget was not presented by Director Haygood to the Committee. She stated that the department received a time extension from the Mayor's office through Mr. Ara Minasian, Department of Elections Budget Analyst. She discussed the outline with the Budget and Policy Committee and stated that the testing of touch screen voting technology pilot program and a survey re: the use of optical system vs. touch screen technology would be included on the budget under special projects.

Motion 021902-1:

To wait for the proposed Fiscal Year 2003 budget before recommendation on March 13, 2002, Budget and Policy Committee meeting.

(Rosenthal/Kenealey) Moved, Seconded, and Unanimously Passed.

5. Discussion and Possible action regarding legislation requiring early voting at three satellite locations in San Francisco (Board of Supervisors File No. 020114). (Discussion and Possible Action)

Director Haygood discussed the legislation requiring early voting at three satellite locations in San Francisco. She stated that few locations such as the basement in City Hall could be used as a touch-screen voting facility to satisfy the legislation requirement. She stated that the cost associated with a touch-screen booth was \$3,000.00 and a precinct/satellite location would require four to five voting booths. She added that the cost associated with the printing of ballots would be eliminated but not the cost of absentee ballots.

Commissioner Kenealey asked Director Haygood if sample ballots would still be printed. He also stated that the Secretary of State urged California voters to vote as permanent absentees.

Director Haygood answered Commissioner Kenealey's inquiry that the sample ballot cards would be printed with the Voter Information Pamphlet. The printer cost was mainly associated in printing the oversized ballot cards used in the Optech Eagle Machines.

Commissioner Alix Rosenthal asked Director Haygood how much it would cost to implement the touch-screen technology.

Director Haygood answered roughly about \$10.5 million dollars. She stated that the city currently had 650 precincts which would require 3,500 booths and that each precinct would require four to five touchscreen voting booths.

Ms. Julie Moll, Deputy City Attorney, discussed the legislation on early voting program as an

extension of absentee voting. She stated that a voter would request a ballot through a window and that it was a fair common process in State government.

Public Comments:

Peter Fries voiced his concerns on the touch screen voting technology. He stated that localization of the Eagle was important and that it did not need an Internet connection. He was also concerned that the touchscreen voting technology was the first state of balloting on-line and that precinct would require a DSL connection for performance.

Director Haygood commented that precincts would have to be electronically equipped. She stated that the Department of Elections would make the necessary arrangements for a telephone line which would allow for elections results to be directly linked from the precincts. She added that the memory packs would be eliminated if the precincts were linked to a modem.

A five-minute recess was observed at 2:30 p.m.

The meeting reconvened at 2:35 p.m.

Line Item #5 on the agenda was discussed further.

Director Haygood stated that the Department of Elections had considered using City Hall and one from each of the supervisorial districts as a voting satellite location with the hours and days of operation known to the public.

Commissioner Alix Rosenthal asked Ms. Haygood if a cost analysis had been done on voting at three satellite locations in San Francisco.

Director Haygood stated that she had not received a cost analysis and unsure that one had been done to-date.

Chris Bowman stated that he was a former member of the Citizens Advisory Committee on Elections. He stated that in 1994, while a member of the CACE, they had six sites.

He stated that there were 33 extra precincts in this election. He stated that to get the cost of a satellite voting locations, to add the cost of operation by 1/3. He further stated that the cost was great. He suggested in trying a pilot program, one per district in reference to the satellite voting locations. trying a pilot program, one per district. He also suggested using the methodology voted vs. precinct and in doing a cost effective analysis.

Peter Fries stated that Harvey Rose is the cost analysis person. He suggested checking with the Board of Supervisors Budget Analyst. He stated that the Director has to know how much the satellite locations would cost.

Commissioner Rosenthal stated that the Budget and Policy Committee does not need to complicate things further and would report to the full Commission.

6. Public comment.

No public comments.

7. ADJOURNMENT

Meeting was adjourned at 2:45 p.m.

Minutes Prepared by: Ana Marie Paraiso

Archive

Return to
[Meeting Information](#)

[SFGov home](#) | [living](#) | [working](#) | [government](#) | [visiting](#) | [online services](#)

© 2000-02 City & County of San Francisco. All rights reserved.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**

*City and County of
San Francisco*



Alix Rosenthal
Brenda Stowers
Robert Kenealey

GOVERNMENT INFORMATION CENTER
SAN FRANCISCO PUBLIC LIBRARY
CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

NOTICE OF SPECIAL MEETING

DATE: Wednesday, March 13th, 2002
TIME: 4:00 p.m.
LOCATION: City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

Order of Business:

OCT - 2 2007

1. Call to Order and Roll Call
2. Public comment on matters appearing or not appearing on the agenda that are within the jurisdiction of the Elections Commission.

SAN FRANCISCO
PUBLIC LIBRARY

Note: the Commission will hear public comment on each item on the agenda before or during consideration of that item. At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Elections Commission and that do not appear on the agenda.

3. Discussion of the Department of Elections annual budget for Fiscal Year 2002-2003.
(Discussion and Possible Action)
4. Discussion on Department of Elections policies. (Discussion and Possible Action)
5. Public comment.
6. ADJOURNMENT

POSTED MARCH 8, 2002

Disability Access

The hearing room is wheelchair accessible

Chemical-Based Products

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Cell phones, pagers and similar sound-producing electronic devices

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Donna Hall

by mail to:

Administrator, Sunshine Ordinance Task Force

1 Dr. Carlton B. Goodlett Place, Room 409

San Francisco CA 94102-4689;

by phone at 415 554 7724

by fax at 415 554 7854

or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the @Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Members of the audience who wish to be notified of future meetings should sign in on the pad that will be provided.

Overview of Department of Elections Baseline Budget Submission for FY 02-03
March 12, 2002

Definition of "baseline budget." Next steps in the budget process.

Key elements of the Department of Elections FY 02-03 baseline budget request:

- One election.
 - Continued logistical problems caused by City Hall space constraints and large multi-page ballots, resultant staffing impacts.
 - Budget requests for temporary salaries and overtime for a one-election year are the same as the FY 01-02 budget which was for two elections:
 - Temporary salaries \$900,000
 - Overtime \$200,000
 - Budget request for poll worker fees increased by \$150,000 compared to FY 01-02 original budget.
 - Materials and supplies budget assumes a three-card ballot, 150-page Voter Information Pamphlet:
 - Ballots \$1,150,000
 - VIP \$360,000
 - New items included in the baseline submission:
 - Services of the Sheriff \$350,000
 - Temp salaries for FEDS \$75,000
 - Commission Secretary (salary/fringe) \$90,000
 - Other Commission expenses \$60,000
 - Ballot storage costs \$180,000
 - Services of temp agency \$50,000
 - Voting system lease \$750,000
-
- Revenue budget assumes passage of changes to Election Code regarding paid ballot argument fees and timetables.

Prospective requests for “budget enhancements.”

- Leasing of space to consolidate operations and storage functions currently conducted at:
 - City Hall
 - Pier 29
 - 240 Van Ness
 - Brooks Hall/Civic Auditorium
 - File storage contractor (for ballots)
 - ES&S (for storage of voting system and other polling place equipment)
- Pilot implementation of touchscreen voting system.
- Implementation of instant runoff voting.
- Organizational restructuring.

Potential responses to Mayor’s required 10% budget reduction

- The Mayor’s budget office has instructed all departments to submit a list of options for reducing the budget up to 10%. For Elections, this amount is roughly \$800,000.
- Options:

– Poll worker fees and training	\$150,000
– Sheriff security	\$350,000
– Ballot printing	\$300,000

BUDGET FORM 2: Department Revenue Report

DEPARTMENT NAME: Elections

PROGRAM: Elections

Sub-object	AAO Approved FY 2001/02	Proposed FY 2002/03	Change	Explanation of Change
48927	550,000	550,000	0	Probably will be more
60136	85,000	45,000	-40,000	One election, not two
60199	133,487	75,000	-58,487	One election, not two
			0	
			0	
			0	

BUDGET FORM 3: Program Expenditure Report

DEPARTMENT NAME: Elections

PROGRAM: Elections

Object*	AAO Approved FY 2001/02	Target FY 2002/03	Proposed FY 2002/03	Change (Proposed - Target)	Explanation of Change
001	1,405,144	1,510,644	1,558,681	48,037	secretary for Elections Commission
					temp salaries for FEDS (\$75,000)
005	900,000	900,000	995,000	95,000	temp salaries for secretary for commission (\$20,000)
009	10,000	10,000	10,000	0	
011	200,000	200,000	200,000	0	
021	2,820	2,820	2,820	0	
022	4,065	4,065	9,065	5,000	needed for staff development
024	970	970	970	0	
026	680,000	680,000	495,000	-185,000	poll worker fees and training
027	377,408	377,408	359,000	-18,408	see attached
029			251,000	251,000	per contract with ES&S previously budgeted in 035
030	50,000	50,000	65,000	15,000	Port raised rent for Pier 29 see attached
031			162,330	162,330	previously budgeted in 035 added 5% for inflation
035	3,492,780	3,492,780	680,000	-2,812,780	see attached
040	102,190	102,190	2,092,150	1,989,960	see attached
062		750,000	750,000	0	voting system lease

BUDGET FORM 3: Program Expenditure Report

DEPARTMENT NAME: Elections

PROGRAM: Elections

Object*	AAO Approved FY 2001/02	Target FY 2002/03	Proposed FY 2002/03	Change (Proposed - Target)	Explanation of Change
081CB	14,000	14,000	12,500	-1,500	per Risk Management
081CZ	2,336	2,336		-2,336	per DTIS
081C5	112,790	112,790	142,613	29,823	per DTIS
081ET	25,430	25,430	42,116	16,686	per DTIS
081H2	235	235	735	500	needed for staff development
081M2	4,600	4,600	4,600	0	
081PA	0	0	7,500	7,500	based on actual expenditures
081PF	6,000	6,000	6,000	0	
081PK	50,000	50,000	30,000	-20,000	based on actual expenditures
081PM	80,000	80,000	50,000	-30,000	based on actual expenditures
081PR	50,000	50,000	50,000	0	
081WB	20,000	20,000	20,000	0	
081WG	90,000	90,000	0	-90,000	not using DPW for ballot pickup
08699	-91,665	-91,665	-36,665	55,000	no Retirement Board Election

		FY 02-03 Request	Comments
	021_027 PROFESSIONAL & SPECIALIZED SERVICES		
	TEMP AGENCY WORKERS (PROJECTED)	50,000	Department finds it much more efficient to use temp agency workers for 2-3 days around election day, for very short term employment, rather than go through administrative tasks of recruiting, selecting, and hiring City temp employees.
	TRANSLATIONS AND LAYOUT (PROJECTED)	160,000	
	SOFTWARE MAINT AGREEMENT, DIMS, VOTER SYSTEM	99,000	
	MISC (PROJECTED)	50,000	Delivery services, security services at polling places, other miscellaneous services.
		359,000	
	03121 VEHICLE RENTAL		
	VEHICLES (PROJECTED)	115,000	See attached sheet from Elections staff.
	LIGHTING (PROJECTED)	2,200	Rental of light towers for election night.
	03199 OTHER EQUIPMENT RENTALS		
	RESTROOMS (PROJECTED)	10,400	Rental of porta-potties for polling places.
	TENTS (PROJECTED)	10,000	Rental of tents for election night operations.
	EAGLES (PROJECTED)	8,000	Rental of additional voting units as needed by ES&S.
	COMPUTERS (PROJECTED)	9,000	Rental of computers for election night activities.
		7,730	5% inflation on above
		162,330	

		FY 02-03 Request	Comments	
03521	FREIGHT/DELIVERY	10,000		
03552	PRINTING			
03561	POSTAGE			
	BALLOT POSTAGE (PROJECTED)	200,000	for AV ballots	
	OTHER (PROJECTED)	30,000	e.g., business reply, return AV's with no postage	
	VIP POSTAGE AND MAILING SERVICES	200,000		
03599	OTHER CURRENT EXPENSES			
	BALLOT STORAGE	180,000	3 months @ \$8,000/month, 3 months @ \$15,000/mo	
	MISCELLANEOUS COSTS FOR ELECTIONS COMMISSION	60,000		
		680,000		
04211	ELECTRICAL	10,000		
04221	HARDWARE	5,000		
04231	LIGHTING	3,000		
04241	LUMBER	1,000		
04281	SMALL TOOLS AND INSTRUMENTS	-		
040_042	BUILDING & CONSTRUCTION SUPPLIES	19,000		
040_043	EQUIPMENT MAINTENANCE SUPPLIES	-		
040_045	SAFETY	-		
040_046	FOOD	7,000		
040_047	FUELS AND LUBRICANTS	-		
04921	DATA PROCESSING SUPPLIES	20,000		
04925	MINOR DATA PROCESSING EQUIPMENT	30,000		
04941	MINOR FURNISHINGS	20,000		
04951	OTHER OFFICE SUPPLIES	180,000		

		FY 02-03 Request	Comments	
04999	OTHER MATERIALS & SUPPLIES			
	BALLOTS	1,150,000	Vendor quote	
	VIP	360,000		
	AV ENVELOPES (PROJECTED)	128,000	Vendor quote	
	ENVELOPES (PROJECTED)	110,000	Vendor quote	
	AV INSERTS (PROJECTED)	5,900	Vendor quote	
	MISC (PROJECTED)	10,000		
	BALLOT PENS (PROJECTED)	22,500	to replace inventory	
	RICE BAGS (PROJECTED)	11,750	to replace inventory	
	VOTING BOOTHS (PROJECTED)	18,000	to replace inventory	
040_049	OTHER MATERIALS & SUPPLIES	1,816,150		
040	MATERIALS & SUPPLIES	2,092,150		



Department of Elections
Elections Commission

Approved: 7-17-02

City and County of San Francisco
ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE
Minutes of the Meeting Held
Wednesday, March 13, 2002

1. Call to Order and Roll Call. Commissioners Alix Rosenthal, Robert Kenealey and Brenda Stowers were present.

2. Public Comment:

Charles Kalish
Christopher Bowman
Charles Marskeller
Peter Fries
Steven Hill
Joseph McGuire
Kay Burke
Michael Denning

DOCUMENTS DEPT.

OCT - 2 2007

3. Discussion and possible action regarding the Department of Elections Annual Budget for fiscal year 2002-2003:

SAN FRANCISCO
PUBLIC LIBRARY

Committee President Rosenthal explained that the deadline for the baseline budget to the Mayor is March 1st. Ara Manasian has already submitted this to the Mayor with the exclusion of special projects. The budget is very similar to last year. Committee members decided not approve the baseline budget because more time is needed to examine it. Director Haygood requested three more IS personnel be added because, due to Proposition A, the Department can no longer use City employees to help out on election day. Ms Haygood said she feels it is important to have these workers year-round.

Ara Manasian said that the Mayor has requested that all departments decrease their baseline budgets by 10 per cent and those departments have to come up with recommendations from where that cut might come. The Committee agreed that it would be extremely difficult to come up with a ten per cent cut because much of what the Elections Department does is mandated by law. One example is the mandated use of Sheriffs on election day.

The Committee discussed an increase in fee revenues and requested that the Director of Elections report back with an answer to the question of whether or not we can eliminate or decrease fees and discounts for submission of initiatives, ballot arguments and the fees for candidates. Currently the DOE is granting deep discounts. The Committee plans to give a report and recommendation to the full Commission after its next Committee meeting.

The Committee voted to recommend that the November 2000 ballots be moved from where they are currently being stored (Pier 29) to a bonded security location. The DOE currently has a Sheriffs Deputy watching these ballots 24 hours a day, costing the department a great deal. The Director expressed that she doesn't want to move the ballots in light of the States' proposed investigation and deferred to the Committee whether to move them to a more secure location. The November 2002 ballots are currently stored in such a bonded location.

Commissioner Rosenthal stated that consolidating space was a priority for the Elections Department and this would eliminate the need for Pier 29.

Committee members discussed the possibility for using Proposition 41 funds to help implement touch screen voting, however the amount needed is not yet known. ES&S, the Department's current vendor, says that it would be extremely difficult to write and implement the software within the guidelines in time for this November's election.

Director Haygood suggested a community outreach to help make voters with a second language feel more comfortable with voting. Ms. Haygood also suggested an Election Academy to train election officers. The training would take place once each month and provide a pool of officers ready to go during an election. Funding for this training is still under investigation. Ms. Haygood said that the election officer position should be considered a "civic" activity and not a "job" and she wants to promote it as such. With this ongoing election training, we would have more experienced officers.

The Budget and Policy Committee discussed the translation and transliteration of candidates names into Chinese names. The Committee voted to recommend holding hearings on the issue and invite the public to speak. The committee also asked for legal advice from the City Attorney.

4. Discussion on Department of Elections Policies: It was determined that there are written and non-written policies used by staff. Director Haygood said that she would request that her managers collect the written policies and she would give them to the Committee.

ADJOURNMENT

Archive

[Return to
Meeting Information](#)

[SFGov home](#) | [living](#) | [working](#) | [government](#) | [visiting](#) | [online services](#)

© 2000-02 City & County of San Francisco. All rights reserved.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



Alix Rosenthal
Brenda Stowers
Robert Kenealey

*City and County of
San Francisco*

NOTICE OF SPECIAL MEETING

DATE: Wednesday, April 3th, 2002
TIME: 5:00 p.m.
LOCATION: City Hall, Room 34 (City Hall Conference Room)
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

Order of Business:

OCT - 2 2007

1. Call to Order and Roll Call
2. Public comment on matters appearing or not appearing on the agenda that are within the jurisdiction of the Elections Commission.

SAN FRANCISCO
PUBLIC LIBRARY

Note: the Commission will hear public comment on each item on the agenda before or during consideration of that item. At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Elections Commission and that do not appear on the agenda.

3. Discussion and Possible Action on the Status of the Department of Elections request for a Supplemental Budget Appropriation. (Discussion and Possible Action)
4. Discussion of the Department of Elections annual budget for Fiscal Year 2002-2003 (Discussion and Possible Action).
 - Baseline budget and enhancements to the baseline budget.
5. Public comment.
6. ADJOURNMENT

Disability Access

The hearing room is wheelchair accessible

Chemical-Based Products

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Cell phones, pagers and similar sound-producing electronic devices

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Donna Hall

by mail to:

Administrator, Sunshine Ordinance Task Force

1 Dr. Carlton B. Goodlett Place, Room 409

San Francisco CA 94102-4689;

by phone at 415 554 7724

by fax at 415 554 7854

or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the @Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Members of the audience who wish to be notified of future meetings should sign in on the pad that will be provided.

ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE



ROBERT KENEALEY
BRENDA STOWERS
ALIX ROSENTHAL

City and County of San Francisco

Approved: 7-17-02

City and County of San Francisco
**ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE**

DOCUMENTS DEPT.

Minutes of the Meeting Held
Wednesday, April 3, 2002

OCT - 2 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **Call to Order and Roll Call.** Commissioners Alix Rosenthal, Tom Schulz (ex officio committee member), Brenda Stowers (expected to arrive late), Commissioner Robert Kenealey is on vacation.
2. **Public Comment:** None.
3. **Discussion and possible action regarding the Department of Elections Annual Budget for fiscal year 2002-2003:** It was reported both the Annual Budget for 2002-03 and the supplemental were both partially accepted by the Board of Supervisors during their meetings over the past two weeks. The acceptable amounts were discussed and Director Haygood explained that she has plans for getting funds for those items not approved. Director Haygood estimated that training of staff and community outreach for the implementation of Prop. A would cost \$250,000. Commissioner Rosenthal asked how this figure was reached. Ms. Haygood said that the costs for rolling out the Eagle in November of 2000, and the multilingual programming were used as a basis. Commissioner Schulz said that he'd spoken with representatives of ES&S the and equipment costs would be \$50,000.
4. **Discussion regarding the Department of Elections request for supplemental appropriations:** Director Haygood reported that the Board of Supervisors reduced the amount budgeted for temporary salaries by one half. Ms. Haygood said that she has written the Board a letter (March 22, 2002) explaining how these cuts would affect the Department's ability to do its work. She has cut canvas staffing by 50% and made other cuts in staff to the "bare minimum" (2 in voter services, 2 in campaign services, 2 people in election support) to make up the savings amount the Board wants to see.

Ms. Haygood reported that she has met with Supervisor Peskin to re-calendar the remainder of the Department's supplemental in order to move it out of committee. The DOE may have to wait until it's received the invoices. The Communication and Consultant contracts were not in the line items.

Ms. Haygood said that there are things the Department will not be able to do before July 1 with the present staff cuts. One of those things is Proposition A. The Department can't currently update the voter records.

5. **Continued logistical problems caused by City Hall space constraints and large multi-paged ballots:** Ms. Haygood stated that the DOE should request an enhancement that would allow the Department to get space more appropriate to its needs. Commissioner Rosenthal asked if it was logistically possible to move in time for the November election. The Director said one part was possible – getting all the warehouse storage put into one location. The Real Estate Department will charge \$10,000 for use of their services for finding a site.

Director Haygood stated that at least one supervisorial district, without an incumbent, will be on this November's ballot. The DOE is assuming there will be a three-card ballot. The number of measures on the ballot is only a guess at this time. The Eagle will only accept a three-card ballot. Going to a four-card would possibly break the system.

Public Comment: Rob Arnow suggested that the DOE use a hand ballot count for the, at most, five supervisorial districts where there is a run off. This would cost much less than even the postage on the voter information pamphlet. He stated that in his lifetime, this is the way ballots were counted. He said this is not as far fetched as it might seem. Mr. Arnow asked how low will the voter turn out go if we have fewer supervisors seats running.

ADJOURNMENT

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



Alix Rosenthal
Brenda Stowers
Robert Kenealey

*City and County of
San Francisco*

NOTICE OF SPECIAL MEETING

DATE: Monday, April 15th, 2002
TIME: 5:00 p.m.
LOCATION: City Hall, Room 421 (City Hall Conference Room)
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

Order of Business:

OCT - 2 2007

1. Call to Order and Roll Call
2. Public comment on matters appearing or not appearing on the agenda that are within the jurisdiction of the Elections Commission.

SAN FRANCISCO
PUBLIC LIBRARY

Note: the Commission will hear public comment on each item on the agenda before or during consideration of that item. At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Elections Commission and that do not appear on the agenda.

3. Discussion of the Department of Elections annual budget for Fiscal Year 2002-2003 (Discussion and Possible Action).
 - Baseline budget and enhancements to the baseline budget.
4. Public comment.
5. ADJOURNMENT

1. Important reminders from the Committee's previous meetings

- The baseline budget funds only the November election—not a runoff election.
- At this time we must assume that the department will continue to use the same fragmented spaces that it has been using, with the associated logistical problems and staffing inefficiencies. The FY 02-03 budget for a one-election year therefore includes the same levels of temporary salaries and overtime funds as were contained in the original FY 01-02 budget for a two-election year.

2. Key elements requested within the baseline budget

- **New position for Public Information Officer (\$95,000 salary/fringes).** The department needs to establish its own public information, voter education, press relations, and other communications function.
 - **New position for Commission Secretary (\$90,000 salary/fringe)**
 - **Substitution of 1823 Sr. Administrative Analyst for 1844 Sr. Management Assistant (\$25,000 salary/fringes).** To support fiscal management, contracting, and other internal control functions.
 - **Substitution of IT position for 1471 Elections Worker (\$36,000 salary/fringes).** To support IT needs of the department.
 - **Ballots (\$1,150,000).** Assumes three-card ballot for November, 2002, election. Significant uncertainty at this time.
 - **Voter Information Pamphlet (\$360,000).** Assumes VIP of 150-170 pages.
 - **Poll worker fees and polling place rents (\$495,000).** Increased by \$155,000 per election compared to FY 01-02 original budget.
 - **Other Commission expenses (\$60,000).** Details not yet identified.
 - **Ballot storage costs (\$180,000).** May be reduced through competitive bidding.
 - **Services of temp agency (\$30,000).** Department finds it much more efficient to use temp agency workers for 2-3 days around election day, for very short term employment, rather than go through administrative tasks of recruiting, selecting, and hiring City temp employees.
 - **Voting system lease (\$750,000)**
 - **Paid ballot argument revenue (\$75,000).** Assumes Commission and/or Board action to eliminate discounts and increase rates by 10%. Rough estimate of revenue loss without such action is \$50,000.
-

3. Items not funded within baseline

- **Preparation for implementation of instant runoff voting.**

Rough estimates of cost:

– Voter education campaign	\$350,000
– Project management and staff	\$150,000
– Total	\$500,000

- **Pilot implementation of touchscreen voting system.**

Rough estimates of cost:

– Equipment	\$140,000
– Voter education	\$75,000
– Project management and staff	\$75,000
– Total	\$290,000

- **Elections Process Efficiency Project.**

Rough estimates of cost:

– Project staff (IT positions)	\$150,000
--------------------------------	-----------

- **Leasing of space to consolidate operations and storage functions currently conducted at:**

- City Hall
- Pier 29
- 240 Van Ness
- Brooks Hall/Civic Auditorium
- File storage contractor (for storage of ballots)
- ES&S (for storage of voting system and other polling place equipment)

There is not enough information at this time to formulate a budget request for space consolidation. The department is currently working with the Real Estate division of Administrative Services to evaluate potential space. If suitable space is identified in time for a budget submittal, then it will be presented to the Commission for possible inclusion in the FY 02-03 budget. If not, it will have to be handled through a supplemental appropriation process.

BUDGET FORM 3: Program Expenditure Report

DEPARTMENT NAME: Elections

PROGRAM: Elections

Object/ Subobject	Description	AAO Approved FY 2001/02	Target FY 2002/03	Proposed FY 2002/03	Change (Proposed - Target)	Explanation of Change
001	Permanent Salaries	1,405,144	1,510,644	1,707,644	197,000	new Commission Secretary (\$72,000) new Public Information Officer (\$75,000) substitute 1823 Sr. Administrative Analyst for 1844 Management Assistant (\$20,000) substitute IT position for 1471 Election Worker (\$30,000)
005	Temporary Salaries	900,000	900,000	900,000		
009	Premium Pay	10,000	10,000	10,000	0	
011	Overtime	200,000	200,000	200,000	0	
013	Mandatory Fringe Benefits	437,717	457,073	516,911	59,838	includes add'l funding for fringes earned by temp staff
021	Travel	2,820	2,820	4,000	1,180	
022	Training	4,065	4,065	15,000	10,935	needed for staff development
024	Membership Dues	970	970	2,000	1,030	
026	Other Fees	680,000	680,000	495,000	-185,000	poll worker fees and training
027	Professional Services	377,408	377,408	339,000	-38,408	see attached
029	Equipment Maintenance			251,000	251,000	per contract with ES&S previously budgeted in 035
030	Property Rent	50,000	50,000	65,000	15,000	Port raised rent for Pier 29
031	Equipment Rent			152,250	152,250	see attached previously budgeted in 035
035	Other Current Expenses	3,492,780	3,492,780	640,000	-2,852,780	see attached
040	Materials and Supplies	102,190	102,190	1,986,150	1,883,960	see attached
060	Equipment Purchase	50,000				requested separately

BUDGET FORM 3: Program Expenditure Report

DEPARTMENT NAME: Elections

PROGRAM: Elections

Object/ Subobject	Description	AO Approved FY 2001/02	Target FY 2002/03	Proposed FY 2002/03	Change (Proposed - Target)	Explanation of Change
062	Equipment Lease/Purchase		750,000	750,000	0	0 voting system lease
081CB	Insurance	14,000	14,000	12,500	-1,500	per Risk Management
081CZ	Services of DTIS	2,336	2,336		-2,336	per DTIS
081C5	Services of DTIS	112,790	112,790	142,613	29,823	per DTIS
081ET	Telephone	25,430	25,430	42,116	16,686	per DTIS
081H2	Services of DHR-Training	235	235	735	500	needed for staff development
081M2	Youthworks	4,600	4,600	4,600	0	
081PA	Central Shops-Maintenance	0	0	7,500	7,500	based on actual expenditures
081PF	Central Shops-Fuel	6,000	6,000	6,000	0	
081PK	Parking and Traffic	50,000	50,000	30,000	-20,000	based on actual expenditures
081PM	City Mail Services	80,000	80,000	50,000	-30,000	based on actual expenditures
081PR	Reproduction Services	50,000	50,000	25,000	-25,000	based on actual expenditures
081SH	Services of Sheriff			323,000	323,000	based on Sheriff recommendation
081WB	Services of DPW-Building Repair	20,000	20,000	20,000	0	0 for repairs and maintenance to space
081WG	Services of DPW-General	90,000	90,000	0	-90,000	not using DPW for ballot pickup
08699	Expenditure Recovery	-91,665	-91,665	-36,665	55,000	no Retirement Board Election
	Total	8,076,820	8,901,676	8,661,354	-240,322	below Controller's baseline
	Mayor's Baseline Target		8,737,356		-76,002	below Mayor's baseline

**FY 02-03 Budget Request for Department of Elections
Details on Various Non-Salary Objects**

			FY 02-03 Request	Comments
027	PROFESSIONAL & SPECIALIZED SERVICES			
	TEMP AGENCY WORKERS		30,000	Department finds it much more efficient to use temp agency workers for 2-3 days around election day, for very short term employment, rather than go through administrative tasks of recruiting, selecting, and hiring City temp employees.
	TRANSLATIONS AND LAYOUT		160,000	
	SOFTWARE MAINT AGREEMENT, DIMS, VOTER SYSTEM		99,000	
	MISC		50,000	Delivery services, security services at polling places, poll worker trainers, other miscellaneous services.
			339,000	
031	EQUIPMENT RENTAL			
	VEHICLES		75,000	Based on experience, not including FED vehicles
	COPIERS		35,000	
	ELECTION DAY EQUIPMENT (TENTS, LIGHTING, ETC.)		35,000	
			7,250	5% inflation on above
			152,250	
035	OTHER CURRENT EXPENSES			
	POLL WORKER MANUAL		35,000	
	FREIGHT/DELIVERY		10,000	
	BALLOT POSTAGE		175,000	
	OTHER POSTAGE		30,000	e.g., business reply, return AV's with no postage
	VIP POSTAGE AND MAILING SERVICES		150,000	
	BALLOT STORAGE		180,000	
	MISCELLANEOUS COSTS FOR ELECTIONS COMMISSION		60,000	
			640,000	

FY 02-03 Budget Request for Department of Elections
Details on Various Non-Salary Objects

			FY 02-03 Request	Comments
		040 MATERIALS AND SUPPLIES		
		ELECTRICAL	10,000	
		HARDWARE	5,000	
		LIGHTING	3,000	
		LUMBER	1,000	
		FOOD	7,000	
		DATA PROCESSING SUPPLIES	20,000	
		MINOR DATA PROCESSING EQUIPMENT	30,000	
		MINOR FURNISHINGS	20,000	
		OTHER OFFICE SUPPLIES	180,000	
		BALLOTS	1,150,000	
		VIP	360,000	
		AV AND OTHER ENVELOPES	160,000	
		AV INSERTS	5,900	
		BALLOT PENS	22,500	
		RICE BAGS	11,750	
			1,986,150	

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**ROBERT KENEALEY
BRENDA STOWERS
ALIX ROSENTHAL**

City and County of San Francisco

Approved : 7-17-02

**City and County of San Francisco
ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE
Minutes of the Meeting Held
Monday, April 15, 2002**

DOCUMENTS DEPT.

OCT - 2 2007

**SAN FRANCISCO
PUBLIC LIBRARY**

1. **Call to Order and Roll Call.** Commissioners Alix Rosenthal, Tom Schulz, Brenda Stowers were present.
2. **Public Comment:** There was none.
3. **Discussion and of the Department of Elections Annual Budget for fiscal year 2002-2003:** Director Haygood explained that the baseline budget does not take into consideration the possibility of a December run off, and that in this budget the DOE would be operating in the same space with the same logistical problems.

It was noted that Instant Run Off Voting runs throughout the budget in several line items. The implementation of Proposition A will have a great impact on the budget. A decision needs to be made whether to attempt to have IRV in place for November this year. To do so will take staffing, equipment and at this point there are many unknowns, although some estimates have been provided. If the Department does go forward, money will be needed.

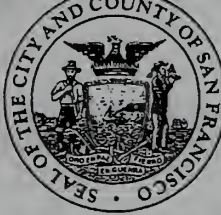
It was also noted that in the past, the DOE has not budgeted funds for run offs, but the subject of asking for these funds is always discussed. The Committee discussed whether to ask for funds for the possible run off, or whether to ask for funding for the IRV - it's expected that 4 to 5 supervisorial districts will have run-off elections in 2002. Commissioner Rosenthal stated that we can't ask for funding for both.

Director Haygood and Mr. Manasian agreed to provide a memo that will answer the many questions the Committee asked during this meeting no later than Wednesday.

ADJOURNMENT

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**

*City and County of
San Francisco*



GOVERNMENT INFORMATION CENTER
SAN FRANCISCO PUBLIC LIBRARY
CIVIL CENTER
SAN FRANCISCO, CALIFORNIA 94102

Alix Rosenthal
Brenda Stowers
Robert Kenealey

NOTICE OF SPECIAL MEETING

DATE: Monday, April 22nd, 2002
TIME: 2:00 p.m.
LOCATION: City Hall, Room 48 (Dept. of Elections Conference Room)
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

Order of Business:

OCT - 2 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. Call to Order and Roll Call
2. Public comment on matters appearing or not appearing on the agenda that are within the jurisdiction of the Elections Commission.

Note: the Commission will hear public comment on each item on the agenda before or during consideration of that item. At this time members of the public may address the Commission on items that are within the subject matter jurisdiction of the Elections Commission and that do not appear on the agenda.

3. Discussion of the Department of Elections annual budget for Fiscal Year 2002-2003 (Discussion and Possible Action).
 - Baseline budget and enhancements to the baseline budget.
4. Public comment.
5. ADJOURNMENT

Disability Access

The hearing room is wheelchair accessible

Chemical-Based Products

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Cell phones, pagers and similar sound-producing electronic devices

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Donna Hall

by mail to:

Administrator, Sunshine Ordinance Task Force

1 Dr. Carlton B. Goodlett Place, Room 409

San Francisco CA 94102-4689;

by phone at 415 554 7724

by fax at 415 554 7854

or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the @Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Members of the audience who wish to be notified of future meetings should sign in on the pad that will be provided.



LOCAL GOVERNMENT

living | working | government | visiting | online services | search
go ![Elections Commission](#) >> [Meeting Information](#) >> [Budget and Policy Committee](#)

The Elections Commission

April 22, 2002

Department of Elections
Elections Commission

APPROVED: 7-17-02

DOCUMENTS DEPT.

City and County of San Francisco
ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE
Minutes of the Meeting Held
Monday, April 22, 2002

OCT - 2 2007

SAN FRANCISCO
PUBLIC LIBRARY

Call to Order and Roll Call. Commissioners Alix Rosenthal, Robert Kenealey, Brenda Stowers were present.

Director Haygood, Ara Manasian and Deputy City Attorney Counselor Julie Moll were present.

Discussion of the Department of Elections Annual Budget for fiscal year 2002-2003: Director Haygood announced that Mr. Ara Manasian has submitted a baseline budget and that the Mayor's office is using last year's budget as a placeholder until the Commission submits its documents today.

Commissioner Stowers asked if the budget the Committee has before them today matches last week's? Mr. Manasian stated that the services of the Sheriff's Office have now be included.

Director Haygood explained that she is substituting a Senior Administrative Analyst for a Management Assistant who will be the fiscal management person.

Regarding substituting three higher paid positions for three lower paid ones, Commissioner Rosenthal stated that she would rather use permanent staff because that is how to gain institutional memory.

Regarding the possibility of spending less for salaries this year as opposed to last year, Mr. Manasian stated that there's no such assumption unless the DOE addresses the space issue. Director Haygood stated that she is projecting that the permanent salaries will stay flat.

Mr. Manasian added that there are two items not considered in this budget: implementation of Proposition A and the Ballot Box Pickup. Director Haygood said that Julie Moll is drafting a waiver request. The Director stated that during the last election the DOE spent \$1500 per Fed including a vehicle.

Ms. Moll agreed to consider whether a waiver can cover activities before Election Day.

MOTION to recommend that the Commission seek a waiver for Feds. PASSED

unanimously.

Commissioner Rosenthal asked whether, in the last election, ballots were in different languages. Director Haygood responded that the DOE had tri-lingual ballots. The first language was English, the second was Spanish and the third was Chinese and that the order and languages may change once the census results are known.

It was agreed that any decision regarding service to Chinese-speaking voters be passed by the Department of Justice before the DOE proceeds. Director Haygood stated that one question regarding language is whether the DOE can get Prop. 41 funds from the State to replace the eagle machines with touch screens because with the screens, the voter can choose their language.

Ms. Haygood gave an update on reducing the number of precincts. She stated that Supervisor Leno is in favor of the idea and suggested that the Commission have hearings to determine if the DOE should proceed with this idea. Commissioner Rosenthal said that the Committee needs to decide if doing so would be worth the money saved. Mr. Manasian stated that if we reduce the polling places by 10%, we reduce the staff running them also by 10% so you reduce the \$440,00 request by 10%.

Mr. Manasian reported that ballot storage is a new item and will cost \$190,000.

Commissioner Rosenthal suggested that fees and discounts be discussed as a way of saving. Director Haygood responded that the DOE could discontinue these because they are not required but have been in place customarily. Without the discounts, the department will probably get all its submissions on the last day and this will be a flood of incoming material. Ms. Haygood said that there is legislation in the Rules Committee, at the call of the chair, which will move the deadline for submissions back so that we end up with the same amount of time but without the discount. Commissioner Stowers reminded the Committee that it will be very difficult to communicate a change of this type to the public; we need to present it as our trying to do things right.

Public Comment: Chris Bowman supported the elimination of discounts but wanted public review. He also said that the voters handbook and ballot arguments need to pay for themselves â€” taxpayers should not have to subsidize arguments.

Commissioner Rosenthal said that she will bring this before the Commission at a later date.

Director Haygood stated that because all the services which come from the Sheriff's department are provided at the overtime rate, she wants to negotiate with that Department.

Ara Manasian suggested that the Committee put in a special request to the Mayor's budget office for the items not funded within the baseline and ask that they consider our request for additional funds for "enhancements" (items above the baseline, one example being hiring FEDs). He stated that we need to submit a list of projects. Director Haygood suggested the following list of projects: Instant Runoff, a pilot touch screen implementation and elections efficiency project.

MOTION to request two enhancements, run off and the touch screen implementation at the same time, if the funds can be obtained. PASSED unanimously.

Commissioner Rosenthal reported that the Mayor has asked that the DOE find 10% of its baseline to cut (\$800,000) and the possibilities are: reduce the number of poll workers, reduce ballot costs and not use the Sheriff's services, or perhaps get the Sheriff to charge the DOE more appropriately.

MOTION to approve the budget. PASSED unanimously.

ADJOURNED.

[contact us](#) | [accessibility policy](#) | [disclaimer](#) | [privacy policy](#)

[Copyright](#) © 2002 City & County of San Francisco. All rights reserved.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**ROBERT KENEALEY
BRENDA STOWERS
ALIX ROSENTHAL**

File

City and County of San Francisco

**SPECIAL MEETING
AGENDA**

June 4, 2002
6:00 P.M.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

Order of Business:

OCT - 2 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. Call to Order and Roll Call
2. Report and Update on the status of the 2002 supplemental budget request.
3. Report and Update on the Election Department Budget for 2002-03
4. Discussion and Possible Action re: proposal by Supervisor Chris Daly that the Elections Department pay for postage of absentee ballots.
5. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**ROBERT KENEALEY
BRENDA STOWERS
ALIX ROSENTHAL**

City and County of San Francisco

DOCUMENTS DEPT.

OCT - 2 2007

DRAFT

**SAN FRANCISCO
PUBLIC LIBRARY**

**City and County of San Francisco
ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE**

Approved: 8/7/02

***Minutes of the Meeting Held
Tuesday, June 4, 2002***

Call to Order and Roll Call. Commissioners Alix Rosenthal, Robert Kenealeay, Brenda Stowers were present.

Item #4: Discussion and possible action re: proposal for postage of absentee ballots - was taken out of order so that Mr. Bill Barnes of Supervisor Chris Daly's office could explain the proposal to pay for postage on absentee ballots. Mr. Barnes explained that former Health Commissioner Naomi Gray contacted the Supervisor's office to inform him that several of her friends had their absentee ballots returned due to insufficient postage. It has been the policy for the post office to forward all insufficient postage ballots to the DOE and subtract funds to cover the insufficient postage from a fund provided by the DOE. As the ballot gets bigger and sometimes costs over one dollar to mail it back, the Supervisor asks what is the effect on voter participation. The Budget Analyst estimates that the cost for the City to pay this postage will be under \$100,000. Mr. Barnes said that as more voters are becoming permanent absentee voters, it is obvious that action must be taken to insure these votes get counted. The cost for this postage will be part of the City's regular budget and not come from the DOE.

Commissioner Rosenthal stated that if this proposal was going to increase voter participation, then it would serve the Commission's most noble cause. It was **MOVED** and seconded that the Committee urge the Commission to approve this proposal for the City to pay for postage of absentee ballots.

Public Comment: *Joseph McGuire* said that the department may need to get an additional 4-C machine to handle the increased number of absentee ballots expected.

Commissioner Kenealeay asked the Acting Director if this will require additional personnel to open the ballots? Acting Director Arntz replied that he anticipates that not all ballots, even with postage pre-paid, will be returned. Currently, he said, 75 to 85% of

ballots are returned and this will probably remain the same. Mr. Arntz further stated that the City should not rely upon the State's help in paying for the postage, since the State has said it will only reimburse \$1000 for absentee voting. This amount is much smaller than in previous years.

The Committee voted to recommend to the Commission that it support Supervisor Daly's proposal that the City pay for postage on absentee ballots. PASSED unanimously.

Report on status of the 2002 supplemental budget request. Acting Director Arntz reported that the staff who have recently returned to work are being funded under "a release of reserved funds" from the supplemental budget, and it's not clear exactly from where these monies have come. This release went to the Mayor's office and was signed and then it went to Administrative Services. The funds are in place. Mr. Arntz explained that because different people work on different parts of the City's budget, it is sometimes difficult to get answers about our budget.

Update on the Election Department Budget for 2002-03. Commissioner Rosenthal stated that she spoke with Ara Manasian and has just received spreadsheets. The Mayor is asking for cuts. The December runoff was funded as a reserve for \$1.4M, the IRV is funded at \$100,000 - if it is to start this November, and the department's staffing requests have been left in tact. Ms. Rosenthal reminded the Committee that the cost for the IRV is still unknown. The Committee will review the recently received spreadsheets.

Public comment. None.

ADJOURNMENT

**ELECTIONS
COMMISSION
BUDGET POLICY
COMMITTEE**



**BRENDA STOWERS, CHAIR
ROBERT KENEALEY
ALIX ROSENTHAL**

City and County of San Francisco

MEETING AGENDA

October 23, 2002
5:30 P.M.
City Hall, Room 263
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

Order of Business:

OCT - 2 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to adopt a Public Notification Policy.
4. Discussion and possible action to adopt a Voter Fraud Policy.
5. Public comment on matters not appearing on the agenda that are within the jurisdiction of the Budget Policy Committee

ADJOURNMENT

3 Public Notification Policy

Proposal was submitted by Commissioner Richard Shadoian

It shall be the policy of the Department of Elections to notify the citizens of the City and County of San Francisco in a timely and open manner. All efforts shall be made to ensure the widest distribution of Department of Elections notifications.

All mandated and other announcement shall be:

1. Published in the official newspaper of the City
2. Posted on the department web site.
3. Posted on the bulletin board at the entrance to the department.
4. Kept in a binder at the front desk
5. Sent to all interest citizens and organizations, all Election Commissioner, the Mayor, the Board of Supervisors, City Attorney, and the members of the Board of Education.
6. Sent to all media outlets in the City.

All announcements will be prepared in English, Spanish, and Chinese as required by law and in any other languages as deemed appropriate by the Director of the department.

The department shall maintain and post a calendar of known public notification deadlines prior to all elections and this must be included in the Election Plan.

4 Voter Fraud Policy

Proposal was submitted by Commissioner Richard Shadoian

It shall be the policy of the Department of Elections to tolerate no voter fraud. All violations will be promptly turned over to the appropriate agencies for investigation and possible prosecution.

The Director of the department will develop and have approved yearly by this Commission the department's procedures for carrying out this policy.

ThomasSchulz

October 21, 2002

Elections Commission, City & County of San Francisco

Fellow Commissioners:

While I had made arrangements to attend our regularly scheduled meetings that were cancelled last week, I'm unable to attend the rescheduled meetings for Wednesday of this week. I have some thoughts regarding agenda items so I'm presenting them in this note for your consideration.

Budget & Policy Committee agenda item - Public Notification Policy. As proposed by Commissioner Shadoian, the policy statement appears to be very comprehensive. Actually it appears to me to be too comprehensive and detailed to be effectively implemented. I suggest the following language would suffice " It shall be the policy of the Department of Elections to comply, in a timely and open manner, with legally mandated requirements to notify the citizens of the City and County of San Francisco on elections issues...To the extent allowed by the availability of resources, the Department shall endeavor to make announcements and notifications in a manner ensuring the widest and most efficient distribution of such announcements and notifications." Any more detail than these two sentences is unnecessary and could be considered as Commission micromanaging, clearly impinging on the day to day management responsibilities of the Department Director.

Budget & Policy Committee agenda item - Voter Fraud Policy

While there are more than enough legal citations on Voter Fraud (See Deputy City Attorney' Julia Moll's October 22, memorandum) to assure the public that there is a City/County government voter fraud policy already in existence.

This is not to say that there is not an issue here because I submit that there is need to have a Commission and/or Department entity to serve as a central point where the public can refer charges of legal violations and/or complaints re the management or operations of Elections. Such an entity with a case tracking capability can serve to track the resolution of any allegation, providing timely feedback on services to the Commission, Department, candidates and voters. It can effectively refer, via a triage type process, the allegations and complaints to the most appropriate entity such as the Secretary of State, the District Attorney, the City Attorney, the Elections Department Director,, etc I would like to have such a discussion and possible item as an **Item for Future (Commission) Agenda**


3.1.a

Commission Agenda Item New Business –Organizational Structure of Department The Strategica Report recommendations are worthy of Commission support but the specific organization chart is not a policy statement. As stated in President Mendeson's October 8 cover letter, we already have discussed a policy of more consolidated working space for the Elections work AND that the Department should plan and do its work with more key personnel hired on an a year-round basis. I submit we vote to support the Provisional Director's efforts to organize as recommended by Strategica, noting that such an organizational structure is consistent with a Commission policy of supporting the Department in hiring and maintaining staff for a quality year round employee base.

Items for Future (Commission)Agenda

- 1) We need to post a special meeting for Election Day if more than 3 of us intend to observe the Department's operations that day.
- 2) We need to explore the possibility of setting up and maintaining a Commission web site rather than depending on one maintained by others.
- 3) Upon reading the excellent compilation of Department policies and procedures, it is apparent that some resources are needed to edit for length, consistency and cross referencing to State and local election law.

Sincerely,



Thomas J. Schulz
Commissioner, Elections Commission,
City & County of San Francisco

cc: Julia Moll, Deputy City Attorney; Shirley Rodrigues, Executive Secretary, Elections Commission; John Arntz, Provisional Director, Department of Elections

3.1.b.



JDowney324@aol.com

To: Shirley.Rodriques@sfgov.org

10/21/2002 09:36 PM

cc:

Subject: I support Voter Fraud and Public Notification Policy

I support these polices that will come before the elections commission:

a. Public Notification Policy

It shall be the policy of the Department of Elections to notify the citizens of the City and County of San Francisco in a timely and open manner. All efforts shall be made to ensure the widest distribution of Department of Elections notifications.

All mandated and other announcements shall be:

1. Published in the official newspaper of the City
2. Posted on the department web site
3. Posted on the bulletin board at the entrance to the department
4. Kept in a binder at the front desk.
5. Sent to all interested citizens and organizations, all Election Commissioners, the Mayor, the Board of Supervisors, City Attorney, and the members of the Board of Education.
6. Sent to all media outlets in the City.

All announcements will be prepared in English, Spanish, and Chinese as required by law and in any other languages as deemed appropriate by the Director of the department.

The department shall maintain and post a calendar of known public notification deadlines prior to all elections and this must be included in the Election Plan.

b. Voter Fraud Policy

It shall be the policy of the Department of Elections to tolerate no voter fraud. All violations will be promptly turned over to the appropriate agencies for investigation and possible prosecution.

The Director of the department will develop and have approved yearly by this Commission the department's procedures for carrying out this policy.

Joan Downey
324 Carl Street
San Francisco, CA 94117

Re: Fraud,
Notification

3.2



Jerry Threet
<jerrythreet@earthlink.
net>

To: Shirley.Rodriques@sfgov.org
cc:
Subject: Notification and Voter fraud policies

10/21/2002 08:08 PM
Please respond to
jerrythreet

Commissioners:

I am in support of the following policies, to be discussed by the Budget Committee of the Elections Commission. Nothing could be more important than for the City elections to be characterized by transparency, access and vigilance against potential fraud.

Thank you for your attention to and support of these matters.

Jerry Threet

a. Public Notification Policy

It shall be the policy of the Department of Elections to notify the citizens of the City and County of San Francisco in a timely and open manner. All efforts shall be made to ensure the widest distribution of Department of Elections notifications.

All mandated and other announcements shall be:

1. Published in the official newspaper of the City
2. Posted on the department web site
3. Posted on the bulletin board at the entrance to the department
4. Kept in a binder at the front desk.
5. Sent to all interested citizens and organizations, all Election Commissioners, the Mayor, the Board of Supervisors, City Attorney, and the members of the Board of Education.
6. Sent to all media outlets in the City.

All announcements will be prepared in English, Spanish, and Chinese as required by law and in any other languages as deemed appropriate by the Director of the department.

The department shall maintain and post a calendar of known public notification deadlines prior to all elections and this must be included in the Election Plan.

b. Voter Fraud Policy

It shall be the policy of the Department of Elections to tolerate no voter fraud. All violations will be promptly turned over to the appropriate agencies for investigation and possible prosecution. The Director of the department will develop and have approved yearly by this Commission the department's procedures for carrying out this policy.

*Re: Fraud,
Notification
3.3*



terrie frye
<grannygear1@yahoo.
com>

10/21/2002 08:26 PM

To: Shirley.Rodriques@sfgov.org
cc:
Subject: Voter Fraud and Public Notification Policy

Dear Ms. Rodriques,

I wholeheartedly support the Dept. of Elections having a Voter Fraud and Public Notification Policy. Sometimes when I'm precinct walking and doing literature drops, I have come across, as examples, a Days Inn Manager who did not live on site but was registered to vote there, and some non-existing addresses. Also, occasionally I run into someone being registered twice, but with the second registration being misspelled. We need to clean up the voter registration rolls badly. Thank you for your time.

Sincerely,

Terrie Frye

Do you Yahoo!?

Y! Web Hosting - Let the expert host your web site

*Re: Fraud,
Notification*

3.4



Richard Shadoian
<sfrichard@earthlink.net>

To: Shirley Rodriques <Shirley.Rodriques@sfgov.org>
cc:
Subject: For distribution

10/21/2002 05:41 PM

Does the Housing authorities \$35,000 payment fall into the same category???

Friday, Oct. 18, 2002

The South Dakota Democratic Party reportedly paid the person at the center of a growing voter fraud investigation more than \$12,000 in the last three months, according to the Rapid City (S.Dak.) Journal, which revealed that the figure is shown in Federal Election Commission (FEC) records from July, August and September.

The FEC records revealed that Becky Red Earth-Villeda got 18 paychecks totaling \$12,867 allegedly for administrative costs or voter drives. One of the checks in the amount of \$3,500 was racked up as travel expenses. Sarah Feinberg, identified by the Journal as a Democratic Party spokeswoman, explained that contractors are paid by the number of voter registration cards and absentee ballots they collect....

To read the rest of this article, go to
<http://www.newsmax.com/showinsidecover.shtml?a=2002/10/18/124335>

A: Fraud

4.1

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**ROBERT KENEALEY
BRENDA STOWERS
ALIX ROSENTHAL**

City and County of San Francisco

(Approved: 11/20/02)
City and County of San Francisco
**ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE**
Minutes of the Meeting Held
Wednesday, October 23, 2002

DOCUMENTS DEPT.

OCT - 2 2007

**SAN FRANCISCO
PUBLIC LIBRARY**

1. **Call to Order and Roll Call.** Commissioner Brenda Stowers, Chair, called the meeting to order at 5:34 pm. Commissioner Alix Rosenthal and Commissioner Robert Kenealey were also present.

Flag Salute

2. **Public comment.** None.
3. Commissioner Rosenthal MOVED that the Budget and Policy Committee approve the adoption of the Public Notification Policy which was proposed by Commissioner Shadoian. Commissioner Rosenthal said that she made this motion for the purpose of discussion. Commissioner Stowers asked for a second. There was no second and the MOTION DID NOT CARRY.
4. Discussion and possible action to adopt a Voter Fraud Policy. Commissioner Rosenthal MOVED, for the purposes of discussion, that the Budget and Policy Committee approve the item. Commissioner Kenealey SECONDED and asked the Committee what was the purpose of the proposal. Commissioner Kenealey stated that there were many laws on the books regarding voter fraud and that it was a given that everyone was against it. Commissioner Rosenthal stated that she also was against voter fraud, but there are already laws that prohibit it. She said that it was the District Attorney's job to prosecute voter fraud. Further, she said, members of the Elections Department are obligated to turn over any complaints regarding fraud. Commissioner Rosenthal said she agreed with Commissioner Kenealey and that she sees no purpose in such a proposal. Commissioner Rosenthal asked if the Director would explain what the Department does when this crime comes to the attention of staff.

Commissioner Stowers said that she agreed with the Commissioners. She further stated that she felt that there are so many rules and policies already that

cover this topic. Commissioner Stowers asked if the Committee wanted make it a statement of principle that the Commission supports the current legislation around voter fraud and will not tolerate it. Commissioner Kenealey responded that he could support that.

Commissioner Rosenthal asked for the Director to make a statement about his policy regarding voter fraud.

Director Arntz stated that if there was a claim of voter fraud, his obligation would be to inform the District Attorney. He said that he would also inform the City Attorney's office. His department would then assist these two offices in investigating the allegation. Mr. Arntz stated that the Department has no power to prosecute, and that the Department is not in the business of gathering evidence on its own, but would certainly work with the District Attorney.

Commissioner Kenealey said that the Commission is against a lot of illegal activity, but that doesn't mean it needs to adopt a policy against all the crimes it is against.

Commissioner Stowers asked if there was an amendment to the MOTION to adopt a voter fraud policy. Commissioner Kenealey MOVED that the Committee state that the Commission, as a statement of principle, is against all forms of voter fraud and that under the law, the Director must notify the District Attorney of any voter fraud that comes to his/her attention. Commissioner Stowers asked for a SECOND for the amendment of the MOTION. Commissioner Stowers offered the SECOND.

Public Comment

Peter Fries asked that the Committee direct the Director of Elections to notify the District Attorney if an "allegation" of fraud comes to his attention. He said it is not the job of the Director of Elections to determine if something is or is not fraud.

Commissioner Rosenthal asked for a roll call vote on the amendment.
Commissioner Kenealey – No, Commissioner Rosenthal – No, Commissioner Stowers – No.

Commissioner Rosenthal called the question on the adoption of a policy on voter fraud.

Public Comment

Peter Fries asked what was the status of the Commission's Mission Statement and Goals and Policies. He said that this Commission came about because of patent allegations of voter fraud in the City.

MOTION to adopt the voter fraud policy as proposed by Commissioner Shadoian:

It shall be the policy of the Department of Elections to tolerate no voter fraud. All violations will be promptly turned over to the appropriate agencies for investigation and possible prosecution.

The Director of the department will develop and have approved yearly by this Commission the department's procedures for carrying out this policy.

Roll Call Vote: Kenealey – No, Rosenthal – No, Stowers – No.
The MOTION DID NOT PASS.

Public Comment – None.

ADJOURNMENT at 6:30 pm

**ELECTIONS
COMMISSION
BUDGET POLICY
COMMITTEE**



**ROBERT KENEALEY
BRENDA STOWERS
ALIX ROSENTHAL**

City and County of San Francisco

MEETING AGENDA

February 7, 2003
12:00 P.M.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

Order of Business:

OCT - 2 2007

**SAN FRANCISCO
PUBLIC LIBRARY**

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to recommend to the full Elections Commission whether to recommend that the Board of Supervisors amend the Municipal Elections Code to eliminate paid ballot arguments from the City's Voter Information Pamphlet. The Municipal Elections Code requires that the pamphlet include paid ballot arguments. The Elections Commission cannot amend the Municipal Elections Code, but can recommend that the Board of Supervisors amend the code.
4. Public comments on matters not appearing on the agenda that are within the jurisdiction of the Budget Policy Committee.

ADJOURNMENT

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**ROBERT KENEALEY
BRENDA STOWERS
ALIX ROSENTHAL**

City and County of San Francisco

DRAFT

(Approved: _____)
City and County of San Francisco
**ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE**
Minutes of the Meeting Held
Friday, February 7, 2003

DOCUMENTS DEPT.

OCT - 2 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **Call to Order and Roll Call.** Commissioner Brenda Stowers, Chair, called the meeting to order at 12:00 noon. Commissioner Alix Rosenthal and Commissioner Robert Kenealey were also present.

Flag Salute – Commissioner Kenealey led the flag salute.

2. **Public comment.** None.

3. Discussion and possible action to recommend to the full Elections Commission whether to recommend that the Board of Supervisors amend the Municipal Elections Code to eliminate paid ballot arguments from the City's Voter Information Pamphlet. The Municipal Elections Code requires that the pamphlet include paid ballot arguments. The Elections Commission cannot amend the Municipal Elections Code, but can recommend that the Board of Supervisors amend the code.

Commissioner Rosenthal compiled an eight page Report of all the information and analysis she has collected on the issue. Information from Commissioner Stowers about the finances involved, public comments from the Commission minutes, political internet chat room printouts, letters from concerned community groups and conversations City Hall workers who have historical information about the process.

Commissioner Rosenthal said that the Report was important because the Commission needed as much background on the subject as it could obtain before making an informed decision on a recommendation to the Board of Supervisors. Also, she wanted the Commission to forward as much information as possible to the Board so that the work of the public and the Commission regarding this issue would be fully represented to them and the Board would not need to duplicate this effort.

Commissioner Rosenthal summarized her Report. She stated that the DOE budget for 2002-2003 was approximately \$7.5M, not including approximately \$1.6 in additional funds for the implementation of Prop. A and the run-off election last December. The Mayor is asking the department to cut its budget by no less than 10% in the upcoming budget. The DOE has always suffered from under-funding, and this makes the cuts more difficult. This under-funding has led to lowered staff morale, drastic staff cuts and the loss of institutional memory. It is estimated that \$500,000 that would be saved each year in paid argument costs over and above the revenues collected for these arguments. Efforts have been made to bring down expenses by printing on both sides of the paper, using lighter weight paper, and negotiating delivery costs with the Postal Service.

Paid ballot arguments were created by legislation and enacted by the Board of Supervisors on May 15, 1975. The original intent was that these arguments would pay for themselves through fees. The Board of Supervisors has attempted various means of fee schedules and signatures in lieu of payment for paid arguments.

A recent analysis showed that for every 75 cents collected in fees for paid ballot arguments, another 25 cents was needed to cover costs. This additional cost was paid out of the DOE's budget. It should be mentioned that signatures in lieu of payment present more problems for the department. These signatures must be verified by contacting each signer to ensure the validity of the signatures. This requires more staff time.

Commissioner Rosenthal stated that based on her research, she is convinced that it is impossible to make paid ballot arguments pay for themselves. Once fees are raised, more signatures are obtained in lieu of paying the fees. Commissioner Stowers stated that this demonstrates to her that no matter what the price, people want to put their "two cents" in the VIP – that they will go to any means to accomplish this. It was also noted that there are professional services who are paid to collect signatures.

The options compiled for the Report were as follows: taking the paid ballot arguments out of the VIP; changing the fee structure to cover costs; delegating fee setting to the Director of Elections; limiting the number of argument submissions per submitting party; decreasing the value of signatures submitted in lieu of a fee; moving the deadline for submissions further away from Election Day; and providing for paid "appearances" instead of arguments. (The Report is attached to these minutes).

Commissioner Rosenthal MOVED that the Committee recommend to the full Commission that paid ballot arguments be eliminated from the VIP. **SECONDED** by Commissioner Kenealey.

Discussion: Commissioner Kenealey said that as he understood it, the Board of Supervisors passed an ordinance that authorized the inclusion into the VIP of paid ballot arguments and therefore, the Committee is recommending that the Commission recommend to the Board of Supervisors that it repeal that section of the City's Election Code. Chairperson Stowers agreed. Commissioner Kenealey asked if the costs in the Report included mailing charges. Commissioner Stowers said it did. Commissioner Rosenthal asked if the costs included languages other than English. Commissioner Stowers said that it covered the costs for the last election, November 2002, that included English, Chinese and Spanish. She said Acting Director Arntz had been so successful in keeping costs down that he was able to produce a pamphlet in two additional languages at a lower cost than when the department had only printed it in one language. Commissioner Rosenthal complemented Acting Director Arntz on his negotiations with the post office that helped to bring these costs down.

Commissioner Rosenthal said that if paid ballot arguments were to be eliminated, she felt that another solution would arise if there was a demand for it. She said this solution may come from the Guardian, the Chronicle or some other publishing company but neighborhood voices would not be silenced. Commissioner Kenealey agreed and said that when he votes, he reads the proposition, the controller's statement and the ballot simplification committee statement. These, he said, are very important.

Commissioner Rosenthal stated that originally, paid ballot arguments were to be self-supporting. They have been in existence since 1975 and they have never been self-supported, especially when one looks at the signature in lieu policy. Commissioner Kenealey asked what was the basis of the Board's authorization of paid ballot arguments. Commissioner Rosenthal stated that originally the Board was concerned with the official arguments rather than paid ballot arguments. The legislation in 1975 also originated the official arguments. The Board gave itself the discretion to choose the opponent and proponent arguments without giving itself any objective criteria. The Board had everyone submit what they thought the proponent and opponent arguments should be and the arguments not selected would be included in the Voter Information Pamphlet for a fee.

Commissioner Rosenthal reminded the Commissioners that another aspect of the financial cost of providing paid ballot arguments is litigation.

Commissioner Kenealey confirmed that the decision the Commission was considering was about "paid ballot arguments" and asked if arguments would still be submitted by the Board of Supervisors who would then select the "yes" and "no" ballot argument? Commissioner Rosenthal responded that the official arguments would still continue.

Commissioner Rosenthal asked that the Committee seriously consider recommending "paid appearances". She said that there would be a "no" and a "yes" sign up list with the names of groups and individuals who, after paying a fee, would have their names listed. Since the pages of the listings of these names would probably only be one page per argument, the length of the VIP could be better predicted. Commissioner Rosenthal said that, for her personally, knowing who was for an argument was more informative than what the paid argument said. The Commissioner said that she would be willing to offer this suggestion as a friendly amendment.

Commissioner Stowers said she agreed from a cost perspective. In her research she found that it takes 1000 hours of staff support, or \$75,000, to format, reformat and unformat the paid ballot arguments. Handling the arguments, she said, is incredibly labor intensive.

Commissioner Kenealey said that he would support the "paid appearance" proposal.

Commissioner Rosenthal added that submissions for "paid appearances" could simply require organizations and citizens to check the boxes on a form to indicate what proposals they supported. This would be easier for staff to handle than accepting hundreds of paid ballot arguments in various formats.

Commissioner Kenealey added that although signatures in lieu would still need to be provided and those signatures would need to be checked, there would still be a savings in printing, postage, and time staff needed to format arguments. But this solution would offer the Commission a remedy to citizens instead of cutting them off from having paid arguments.

Commissioner Stowers said that from her research, using the "paid appearances" would eliminate approximate 100 pages from the VIP.

Commissioners Rosenthal and Kenealey withdrew their MOTIONS and made a NEW MOTION: That the Budget and Policy Committee recommend to the Elections Commission that it recommend to the Board of Supervisors that paid ballot arguments be eliminated from the Voter Information Pamphlet and that paid appearances be substituted in their place.

Public Comment: None.

MOTION 2-07-03-1 Budget and Policy Committee recommend to the Elections Commission that it recommend to the Board of Supervisors that paid ballot arguments be eliminated from the Voter Information Pamphlet and that paid appearances be substituted in their place. PASSED unanimously.

Commissioners Stowers and Kenealey agreed to send Commissioner Rosenthal's full report, an explanation of why the Committee voted as it has and a general description of a "paid appearance" form to the Commission with the Committee's recommendation. Commissioner Rosenthal suggested that the explanation for the vote and general description of the form could be done in an oral report. Commissioner Stowers agreed to provide an oral report to the Commission.

Commissioner Rosenthal added that one more argument for eliminating the paid ballot argument is that organizations often pay campaign professionals to draft their paid ballot arguments. Organizations would not have this cost if the Board of Supervisors chose to eliminate the arguments and accept the Commission's recommendation, should the Commission accept the Committee's findings.

4. Public Comment – **None.**

ADJOURNMENT at 12:55 pm

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**ROBERT KENEALEY
BRENDA STOWERS
ALIX ROSENTHAL**

City and County of San Francisco

MEETING AGENDA

February 28, 2003
6:00 P.M.
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

Order of Business:

OCT - 2 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. Call to Order, Flag Salute and Roll Call.
 2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
 3. (a) Discussion and possible action to recommend that Board of Supervisors amend the Municipal Elections Code to:
 - conform the Code to recent changes in the Charter;
 - specify the public examination periods for each category of material submitted for publication in the Voter Information Pamphlet;
 - modify the deadlines for delivery of the Voter Information Pamphlet to the post office prior to each general and run-off election;
 - specify language for inclusion in the Voter Information Pamphlet concerning ballot measures which concern the same subject matter and which may have conflicting provisions;
-
- explicitly incorporate the State law that applies to local ballot designations;

- explicitly state the rules concerning ballot printing following the death of a candidate;
- authorize the Chancellor of the Community College District as well as the Superintendent of the San Francisco Unified School District to nominate a reading specialist for appointment to the Ballot Simplification Committee;
- eliminate the requirement that the League of Women Voters nominate one appointee to the Ballot Simplification Committee;
- correct outdated code references;
- clarify ambiguous language and codify departmental practice;
- eliminate redundancy; and
- add subheadings for subsections.

(b) Discussion and possible recommendation that the Board of Supervisors amend the Administrative Code to change the deadline for the Board to adopt an ordinance to call a bond election and submit a bond measure to the voters, from 99 to 102 days before an election. This change would make the Administrative Code consistent with Municipal Elections Code section 300(a) (providing the general rule that the Board must submit bond measures no later than 102 days before an election).

4. Public comments on matters not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**ROBERT KENEALEY
BRENDA STOWERS
ALIX ROSENTHAL**

City and County of San Francisco

MEETING AGENDA

March 5, 2003
5:30 P.M.
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

Order of Business:

OCT - 2 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. Call to Order, Flag Salute and Roll Call.
 2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
 3. (a) Discussion and possible action to recommend that Board of Supervisors amend the Municipal Elections Code to:
 - conform the Code to recent changes in the Charter;
 - specify the public examination periods for each category of material submitted for publication in the Voter Information Pamphlet;
 - modify the deadlines for delivery of the Voter Information Pamphlet to the post office prior to each general and run-off election;
 - specify language for inclusion in the Voter Information Pamphlet concerning ballot measures which concern the same subject matter and which may have conflicting provisions;
-
- explicitly incorporate the State law that applies to local ballot designations;

- explicitly state the rules concerning ballot printing following the death of a candidate;
- authorize the Chancellor of the Community College District as well as the Superintendent of the San Francisco Unified School District to nominate a reading specialist for appointment to the Ballot Simplification Committee;
- eliminate the requirement that the League of Women Voters nominate one appointee to the Ballot Simplification Committee;
- correct outdated code references;
- clarify ambiguous language and codify departmental practice;
- eliminate redundancy; and
- add subheadings for subsections.

(b) Discussion and possible recommendation that the Board of Supervisors amend the Administrative Code to change the deadline for the Board to adopt an ordinance to call a bond election and submit a bond measure to the voters, from 99 to 102 days before an election. This change would make the Administrative Code consistent with Municipal Elections Code section 300(a) (providing the general rule that the Board must submit bond measures no later than 102 days before an election).

4. Public comments on matters not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



BRENDA STOWERS, CHAIR

ALIX ROSENTHAL

ROBERT KENEALEY

City and County of San Francisco

DRAFT

(Approved: _____)

City and County of San Francisco

**ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE**

***Minutes of the Meeting Held
Wednesday, March 5, 2003***

DOCUMENTS DEPT.

OCT - 2 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **Call to Order and Roll Call.** Commissioner Brenda Stowers, Chair, called the meeting to order at 5:45 pm. Commissioner Robert Kenealey was present and Commissioner Rosenthal was absent. Chairperson Stowers determined that a quorum existed.

Flag Salute was led by Commissioner Robert Kenealey.

2. **Public comment.** *Mary Hilton* of the League of Women Voters asked why the Commission was considering the removal of the Leagues' appointee to the Ballot Simplification Committee. Commissioner Kenealey responded that it was his understanding that the League of Women Voters was taking positions regarding ballot measures which presents conflict of interest. Mr. Kenealey said that originally, at the start of the League's involvement with the Ballot Simplification Committee, the League did not take positions on ballot measures. *Ms. Hilton* responded that a division exists within the League of two elements: an "action (501(c)(4) status)" element and a "voter education (501(c)(3) status)" element. Commissioner Kenealey asked *Ms. Hilton* how the separation is maintained when there is only one League and Commissioner Stowers asked if the members who represent the 501(c)(4) and the ones who represent the 501(c)(4) side of the League were different. *Ms. Hilton* answered that the separation of 501(c)(4) and 501(c)(4) members did not always occur. She explained that during elections, the League makes a clear distinction between people who will work in action driven voter services activities and those who work in education services.

Provisional Director John Arntz explained that the reason this change was requested was to ensure impartiality of the Committee. The other four members of the Ballot Simplification Committee are from the newspaper guild and media, and do not submit arguments for the VIP. These members are also reading and writing specialists.

Ms. Hilton suggested that if the Commission wanted to broaden the selection for a replacement for the League on the Committee, that the Commission make sure the candidate has the energy, time and expertise to do the work, because when the Ballot Simplification Committee meets, its often difficult to have a quorum.

Commissioner Stowers asked Ms. Hilton if she was in the position, on behalf of the League of Women Voters, to commit the League to doing only the voter education work and not advocate for an issue. Ms. Hilton said she would want to discuss that with her board. She said that in the 50 years that the League has worked on voting, it has been both functions and there has never been a question of its impartiality.

3. (a) The Committee discussed possible action to recommend to the Elections Commission that it recommend to the Board of Supervisors that it amend the Municipal Elections Code to make various technical and other change. Commissioner Stowers MOVED to consider the various proposals individually.

- Commissioner Stowers then MOVED to recommend changes to conform the Code to recent changes in the Charter. After a brief discussion, the motion PASSED.
- Commissioner Stowers then MOVED to recommend changes to specify the public examination periods for each category of material submitted for publication in the Voter Information Pamphlet. After a brief discussion, the motion PASSED.
- Commissioner Stowers then MOVED to recommend changes to modify the deadlines for delivery of the Voter Information Pamphlet to the post office prior to each general and ~~run-off~~ election. **Public Comment:** *Mary Hilton* asked why "run-off" was included in the wording. Provisional Director Arntz said that he would prefer the reference be removed. Following discussion, it was MOVED to eliminate the reference to "run-off election". The motion PASSED.
- Commissioner Stowers then MOVED to recommend changes to specify language for inclusion in the Voter Information Pamphlet concerning ballot measures which concern the same subject matter and which may have conflicting provisions. After a brief discussion, the motion PASSED.
- Commissioner Stowers then MOVED to recommend changes to explicitly incorporate the State law that applies to local ballot designations. After a brief discussion, the motion PASSED.
- Commissioner Stowers then MOVED to recommend changes to explicitly state the rules concerning ballot printing following the

death of a candidate. After a brief discussion, the motion PASSED.

- Commissioner Stowers then MOVED to recommend changes to authorize the Chancellor of the Community College District as well as the Superintendent of the San Francisco Unified School District to nominate a reading specialist for appointment to the Ballot Simplification Committee; (POSTPONED TO NEXT MEETING)
- Commissioner Stowers then MOVED to recommend changes to eliminate the requirement that the League of Women Voters nominate one appointee to the Ballot Simplification Committee; (POSTPONED TO NEXT MEETING)
- Commissioner Stowers then MOVED to recommend changes to correct outdated code references. After a brief discussion, the motion PASSED.
- Commissioner Stowers then MOVED to recommend changes to clarify ambiguous language and codify departmental practice. After a brief discussion, the motion PASSED.
- Commissioner Stowers then MOVED to recommend changes to eliminate redundancy. After a brief discussion, the motion PASSED.
- Commissioner Stowers then MOVED to recommend changes to add subheadings for subsections. After a brief discussion, the motion PASSED.

The Committee voted to take a brief recess: 6:26 pm.

The Committee returned from break: 6:39 pm.

(b) The Committee discussed the possible recommendation to the Elections Commission that it recommend to the Board of Supervisors that it amend the Administrative Code to change the deadline for the Board to adopt an ordinance to call a bond election and submit a bond measure to the voters, from 99 to 102 days before an election. This change would make the Administrative Code consistent with Municipal Elections Code section 300(a) (providing the general rule that the Board must submit bond measures no later than 102 days before an election). Commissioner Stowers MOVED to recommend this change. After a brief discussion, the motion PASSED.

4. **Public Comment - None**

ADJOURNMENT at 6:42 pm

The next meeting of the Budget and Policy Committee will be Tuesday, March 18, 2003 at 6:00 pm in Room 400.

ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE



ROBERT KENEALEY
BRENDA STOWERS
ALIX ROSENTHAL

City and County of San Francisco

MEETING AGENDA

March 18, 2003
6:00 P.M.
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

Order of Business:

OCT - 2 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda which are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to approve the Budget and Policy Committee minutes for the meeting held March 5, 2003.
4. **New Business:** Discussion and possible action to recommend a resolution regarding the elimination of paid ballot arguments to the full Elections Commission for it's consideration and possible recommendation to the Board of Supervisors.
5. **Unfinished Business:** Discussion and possible action to recommend that the Board of Supervisors amend the Municipal Elections Code to:
 - eliminate the requirement that the League of Women Voters nominate one appointee to the Ballot Simplification Committee;
 - authorize the Chancellor of the Community College District as well as the Superintendent of the San Francisco Unified School District to nominate a reading specialist for appointment to the Ballot Simplification Committee;
- ~~6. Public comments on matters appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.~~

ADJOURNMENT

Disability Access

The Elections Commission meeting will be held in Room 400, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact The Elections Office at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-6060.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

DRAFT

Resolution urging the Board of Supervisors to adopt a new policy for Paid Ballot Arguments in Voter Information Pamphlets

WHEREAS, The Elections Commission and its Budget and Policy Committee, officially received from the Department of Elections (DOE) on January 3, 2003, a proposal to eliminate Paid Ballot Arguments from San Francisco's Voter Information Pamphlet (VIP); and

WHEREAS, The Elections Commission and its Budget and Policy Committee has extensively examined the proposal including special in depth analyses and receipt of public comment throughout January, February and March, 2003; and

WHEREAS, Paid ballot arguments were created by legislation and enacted by the Board of Supervisors on May 15, 1975. The original intent was that these arguments would pay for themselves through fees. The Board of Supervisors has attempted various means of fee schedules and signatures in lieu of payment for paid arguments, and;

WHEREAS, A recent analysis showed that for every 75 cents collected in fees for paid ballot arguments, another 25 cents was needed to cover costs. This additional cost was paid out of DOE's budget. The Elections Commission and its Budget and Policy Committee has concluded that it is impossible to make paid ballot arguments pay for themselves. Once fees are raised, more signatures are obtained in lieu of paying the fees, and;

DRAFT

4.1.a.

DRAFT

WHEREAS, Signatures in lieu of payment present more cost for the department since signatures must be verified by contacting each signer to ensure the validity of the signatures. This requires use of limited and costly staff time, and;

WHEREAS, The Elections Commission and its Budget and Policy Committee are supportive of Departmental intent to seek and implement procedures that are effective and cost efficient, especially during the current serious budget shortages, and;

WHEREAS, The majority of public comment received by the Elections Commission and its Budget and Policy Committee argued for the retention of paid arguments in order to give a voice to under funded or small groups and grass roots campaigns that are unable to afford other forms of advertising their position, and;

WHEREAS, The Elections Commission and its Budget and Policy Committee noted that the proposal to eliminate Paid Ballot Arguments does not intend changes in the official arguments procedure. However, the Budget and Policy Committee considered a modification to have a "paid appearances" section added to the VIP, and;

WHEREAS, This "paid appearances" section would be a "yes" and "no" sign up list with the names of groups and individuals who, after paying a fee, would have their names listed as pro or con supporters of the issue after the official argument. The Department estimates the listings of these names would probably only be one page per argument, and the length and cost of the VIP could be better predicted; now therefore, be it

RESOLVED, That the Elections Commission of the City and County of San Francisco, as part of a series of budget savings proposals, recommend that the Board of Supervisors of the City and County of San Francisco amend the Municipal Elections Code so

DRAFT

4.1.b.

DRAFT

Choice A..... that paid ballot arguments be retained in the Voter Information Pamphlet but revised to eliminate the signature in lieu policy and to add a paid appearances section.

Choice B..... that paid ballot arguments be eliminated from the Voter Information Pamphlet and that a paid appearances section be added.

DRAFT

4.1.c.

DRAFT



MACSCHULZ@aol.com

03/17/2003 05:41 PM

To: Shirley.Rodriques@sfgov.org, alixro@yahoo.com,
bstowers@hotmail.com, sfrichard@earthlink.net,
michael.mendelson@sfgov.org

cc:

Subject: Re: CORRECTION ON RESOLUTION.

Shirley, I have drafted a resolution that is a combination of the two previous versions. Its bottom line is from Michael's draft i.e. to recommend elimination of paid ballot arguments.

Elections Commission

DRAFT

Resolution 2-16-03-1

WHEREAS, The Elections Commission and its Budget and Policy Committee, officially received from the Department of Elections (DOE) on January 3, 2003, a proposal to eliminate Paid Ballot Arguments from San Francisco's Voter Information Pamphlet (VIP); and

WHEREAS, The Elections Commission and its Budget and Policy Committee has extensively examined the proposal including special in depth analyses and receipt of public comment throughout January, February and March, 2003; and

WHEREAS, The majority of public comment received by the Elections Commission and its Budget and Policy Committee argued for the retention of paid arguments. They noted it is an unique San Francisco election process that gives a voice to under funded or small groups and grass roots campaigns that are unable to afford other forms of advertising; and

WHEREAS, the Elections Commission, since March 2002, has received extensive public comment at its meetings as well as from other sources on the need for expedited implementation of another unique San Francisco election process - ranked choice voting; and

WHEREAS, the Elections Department is unequivocally committed to the implementation of ranked choice voting; and,

WHEREAS, the City and County faces a budget crisis; and,

WHEREAS, the Elections Department, as a result of the City and County's budget crisis, faces significant cut backs in financial and staff resources; and

WHEREAS, the Elections Commission concludes that Department funds and staff resources are insufficient to both subsidize paid arguments and effectively implement ranked choice voting; and,

NOW THEREFORE, BASED UPON THE FOREGOING, BE IT

RESOLVED, that the Elections Commission recommend the Board of Supervisors exercise its sole discretion and eliminate paid arguments in the Voter Information Pamphlet and the funds and staff resources saved thereby be used in the implementation of ranked choice voting.

Done this ___ day of _____, 2003

I so attest:

Shirley Rodriques
Secretary

A.2.

DRAFT

Elections Commission

Resolution 2-16-03-1

WHEREAS, the Elections Commission has received extensive public comment at its meetings as well as from other sources on whether the Elections Commission should recommend the elimination of paid arguments from the Voter Information Pamphlet; and,

WHEREAS, the City and County faces a budget crisis; and,

WHEREAS, the Elections Department, as a result of the City and County's budget crisis, faces a 15% cut back in services and wages; and

WHEREAS, the Elections Department is unequivocally committed to the implementation of ranked choice voting; and,

WHEREAS, the Elections Department funds that are used to subsidize paid arguments are now required to assist in implementing ranked choice voting; and,

4.3.a.

WHEREAS, the Elections Commission's Budget and Policy Committee met and prepared an extensive report and appendices (attached hereto) that examined the issue in depth;

NOW THEREFORE, BASED UPON THE FOREGOING, BE IT

RESOLVED, that the Elections Commission recommend the Board of Supervisors exercise its sole discretion and eliminate paid arguments in the Voter Information Pamphlet and the funds saved thereby be used in the implementation of ranked choice voting.

Done this ____ day of _____ 2003

I so attest: _____

Shirley Rodriques

Secretary, San Francisco Elections Commission

4.3.b.

[Amendments to the Municipal Elections Code.]

Ordinance amending the Municipal Elections Code to amend Sections 110, 200, 250, 260, 300, 360, 370, 500, 510, 530, 535, 550, 590, 595, 600, 800 and 830, add Sections 225 and 270, and delete Section 930 to: Conform the Municipal Elections Code to recent changes in the Charter; change the deadlines for submission of materials for publication in the Voter Information Pamphlet; specify the public examination periods for each category of material submitted for publication in the Voter Information Pamphlet; provide a \$25.00 discount from the ballot argument fee for arguments submitted in a specified format; modify the deadlines for delivery of the Voter Information Pamphlet to the post office prior to each general and run-off election; specify language for inclusion in the Voter Information Pamphlet concerning ballot measures which concern the same subject matter and which may have conflicting provisions; explicitly incorporate the State law that applies to local ballot designations; explicitly state the rules concerning ballot printing after the death of a candidate; authorize the Chancellor of the Community College District as well as the Superintendent of the San Francisco Unified School District to nominate a reading specialist for appointment to the Ballot Simplification Committee; eliminate the requirement that the League of Women Voters nominate one appointee to the Ballot Simplification Committee; impose a 100-word limit on bond measure statements; add definitions; correct outdated code references; codify departmental practice; and clarify ambiguous language.

Note:

Additions are *single-underline italics Times New Roman*;

deletions are ~~*strikethrough italics Times New Roman*~~.

Board amendment additions are double underlined.

Board amendment deletions are ~~strikethrough normal~~.

5.0

Comment from Provisional Director John Arntz

From the DRAFT 3/5/03 Budget and Policy Committee Meeting Minutes

Provisional Director John Arntz explained that the reason this change was requested was to ensure impartiality of the Committee. The other four members of the Ballot Simplification Committee are from the newspaper guild and media, and do not submit arguments for the VIP. These members are also reading and writing specialists.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**ROBERT KENEALEY
BRENDA STOWERS
ALIX ROSENTHAL**

City and County of San Francisco

DRAFT

(Approved: _____)
City and County of San Francisco
**ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE**
Minutes of the Meeting Held
Tuesday, March 18, 2003

DOCUMENTS DEPT.

OCT - 2 2007

**SAN FRANCISCO
PUBLIC LIBRARY**

1. **Call to Order and Roll Call.** Commissioner Brenda Stowers, Chair, called the meeting to order at 6:07 pm. Commissioner Robert Kenealey was present. Commissioner Alix Rosenthal was absent.

Flag Salute was led by Commissioner Kenealey.
2. **Public comment.** None.
3. Discussion and possible action to approve the Budget and Policy Committee minutes for the meeting held March 5, 2003. Commissioner Kenealey **MOVED** for the adoption of the minutes and Commissioner Stowers **SECONDED**. **PASSED.**
4. **New Business:** Discussion and possible action to recommend a resolution regarding the elimination of paid ballot arguments to the full Elections Commission for its consideration and possible recommendation to the Board of Supervisors. Chairperson Stowers reminded the Committee that it had agreed to make a recommendation on this issue at the Budget and Policy Committee meeting held 2/07/03. That recommendation was that the Elections Commission recommend to the Board of Supervisors that paid ballot arguments be eliminated from the Voter Information Pamphlet and that paid appearances be substituted in their place. (Budget and Policy Committee MOTION 2-07-03-1). Since that meeting, several commissioners presented resolutions for review by the Committee. Commissioner Kenealey asked Counselor Sylvia if the elimination of a signature in lieu policy for paid ballot arguments, which was part of one of the resolutions, isn't part of prior litigation in which a court held that signatures in lieu were required. Claire Sylvia responded that this was true. It was moved to **TABLE** the elimination of signatures in lieu section of the resolution. Commissioner Stowers **SECONDED.**

Commissioner Stowers asked Provisional Director Arntz if it would be more or less labor intensive to have "paid appearances" added to the VIP (Voter Information Pamphlet). Mr. Arntz said it would be less labor intensive however, determining the cost per "appearance" may be difficult, depending on the number of appearances per argument. The real cost for the DoE may be in checking the signatures on petitions circulated by organizations to avoid having to pay for that organization's "appearance" on an issue. This could be thousands of signatures that would need to be verified. Provisional Director Arntz stated that in his opinion, "paid appearances" would not solve the economic or labor issues that are involved in paid arguments. Commissioner Kenealey moved to TABLE the resolution that allowed for paid appearances. Chairperson Stowers
SECONDED.

Commissioner Stowers read the next resolution "that the Elections Commission recommend that the Board of Supervisors exercise its sole discretion and eliminate paid arguments in the VIP and the funds and staff resources saved thereby be used in the implementation of ranked choice voting." The Commissioner questioned whether this was interfering in the day to day work of the Director of the department because this resolution would be directing him or her on how to specifically spend money. Commissioner Stowers advised that this resolution was basically the same as the fourth one the Committee was to consider.

Commissioner Stowers asked that the Committee consider in its decision that the City is facing a budget crisis, that the analysis shows that paid ballot arguments do not pay for themselves, and that the Committee and Commission have taken public comment on the subject for several meetings. The Commissioner MOVED that the Budget and Policy Committee recommend to the Elections Commission that it recommend to the Board of Supervisors the following resolution: whereas the City and County faces a budget crisis; whereas the Elections Commission has received extensive public comment at its meetings as well as from other sources; and whereas the Elections Commission concluded that department funds, staff and resources are insufficient to support paid ballot arguments, therefore be it resolved that paid ballot arguments be eliminated in the Voter Information Pamphlet. Commissioner Kenealey SECONDED. Motion PASSED.

5. **Unfinished Business:** Discussion and possible action to recommend that the Board of Supervisors amend the Municipal Elections Code to:

- eliminate the requirement that the League of Women Voters nominate one appointee to the Ballot Simplification Committee.

Public Comment: *Mary Hilton* of the League of Women Voters spoke in favor of keeping the representation of the League on the committee. Commissioner Stowers MOVED to approve the elimination of the League from the Ballot Simplification Committee. Commissioner Kenealey SECONDED. DISCUSSION: Mr. Arntz reminded the Committee that of all the members on the Simplification Committee, the League is the only one that submits paid arguments regarding items on the ballot, and that at the last meeting of the simplification committee,

there was much concern by the public that the members were not impartial. Commissioner Stowers asked what was the result of the last meeting. Mr. Arntz responded that everyone resigned from the committee, and that although he wasn't at the meeting, the reasons given by the members were that there was too much contention and divisiveness on the part of the public at the meetings because the public felt the committee was not being impartial and that the digests were slanted. The department now has to form a new committee and the goal is to have the appearance of an impartial and neutral body.

Commissioner Stowers reminded the Budget Committee that she asked the representative of the League of Women Voters to return to tonight's meeting with a suggestion of how this may be resolved and that it appears the League is offering no solution and is standing by its belief that it does not exhibit any undue influence upon the ballot simplification committee. Commissioner Stowers asked if it was possible to have another role for the League, an ex-officio one (voice but not a vote). The League would work on drafting the digest but not vote on the final language to be presented to the registrar. It was decided that this possibility would not work because the League's name would still be affiliated with the committee and the Provisional Director is an ex-officio member of the Ballot Simplification Committee, as well, thus calling for two ex-officio members.

Commissioner Kenealey suggested that the problem with the committee members might be the personalities on that committee. Commissioner Stowers said she was concerned with the long history that the League has with the committee and suggested that the Elections Commission's Budget and Policy Committee revisit the issue of eliminating the League next year. Commissioner Stowers withdrew her previous motion and MOVED to not eliminate the League of Women Voters' participation on the Ballot Simplification Committee and that the participation be reviewed on an annual basis. SECONDED by Commissioner Kenealey. No public Comment. PASSED.

Public Comment: *Mary Hilton* of the League of Women Voters stated that she had not been aware that all the members of the Ballot Simplification Committee had resigned and that the League will be making another recommendation. Part of the job description for the League's representative on the committee will be the ability to get along with others.

Final Item:

- authorize the Chancellor of the Community College District as well as the Superintendent of the San Francisco Unified School District to nominate a reading specialist for appointment to the Ballot Simplification Committee; TABLED.

Adjourned at 6:49 pm.

Disability Access

The Elections Commission meeting will be held in Room 400, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact The Elections Office at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-6060.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**BRENDA STOWERS, CHAIR
ROBERT KENEALEY
MICHAEL MENDELSON**

City and County of San Francisco

MEETING AGENDA

**May 27, 2003
5:30 P.M.
City Hall, Room 082
1 Dr. Carlton B. Goodlett Place**

DOCUMENTS DEPT.

OCT - 2 2007

Order of Business:

**SAN FRANCISCO
PUBLIC LIBRARY**

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to recommend a Commission policy regarding general policies on fiscal accountability and responsibility.
4. (a) Discussion and possible action to review and recommend to the full Commission an annual report template.

(b) Discussion and possible action to recommend approval of the proposed Commission Annual Report dated 24 January 02 – 19 March 02 submitted by Michael Mendelson, President and edited by Alix Rosenthal, Vice President.

(c) Discussion and possible action to recommend approval of the proposed "Addendum President's Annual Report"; First Three Months, Addendum #1, or Addendum #2 submitted by Thomas Schulz, Past President.
5. Discussion and possible action to recommend an amendment to the Bylaws to authorize the President to prepare the Annual Report with advice of the Commission after submission to appropriate Committee of any addendum sought to be included in the Annual Report by Commissioners; further, such annual report shall also satisfy the requirements under Bylaws, Article XI Commission Annals.
6. Public comments on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

DRAFT

Proposed General Policies on Fiscal Accountability and Responsibility

I.

Introduction

The San Francisco Elections Commission ("commission") holds the Director of Elections ("Director") to the highest standards of fiscal accountability and responsibility in managing the Department's affairs. The Director, under the Charter, has broad discretion in fiscal management regarding the Department's day to day affairs. The Commission seeks no intrusion in that discretion exercise. The Charter requires the Commission to create and implement general policy that ensures the Department's elections are fair, efficient, and effective. General policies involving fiscal responsibility and accountability further those goals.

These general policies apply to the Department's contracts with vendors involving the purchase or lease of high price goods and/or services for Department use. These policies are threefold; first, the Commission's policy applicable to installment funding i.e. Where the Director seeks a partial appropriation from a larger appropriation that the Commission has not been informed of previously; second, the Commission's policy requiring the Director

ensure adequate funding exists before entering into a major contract and informing the Commission the funding sources; third, the Commission's policy requiring the Director and other relevant personnel become thoroughly conversant with San Francisco Comptroller's purchasing regulations so that the Department personnel can apply those rules when contracting.

II.

The General Policies

A.

DEPARTMENTAL REQUEST FOR PARTIAL FUNDING WHERE THE COMMISSION IS NOT AWARE OF AMOUNT OF THE TOTAL APPROPRIATION INVOLVED.

If the Department creates a single program and if the Department funds that program at a certain level, and the Department then seeks a partial appropriation based on the established funding level, the Department, at the time it seeks Commission approval for such partial funding, shall inform the Commission of the: 1) total program cost, 2) the time required to complete the program and, 3) when the Department can certify fund availability for the partial appropriation and fund availability for remainder of the funding.

B.

DEPARTMENT TO INFORM THE COMMISSION THAT ADEQUATE FUNDING
IS AVAILABLE BEFORE ENTERING INTO A MAJOR CONTRACT

If the Department seeks to enter into major contracts, the Department shall inform the Commission contemporaneously with the contracting process that funding is available or will become available; further, the Department shall certify to the Commission, at the time the Department seeks Commission approval for such contracts, the funding amount, the funding source, funding availability time, and any relevant information necessary to inform the Commission fully on the funding situation.

C.

THE DEPARTMENT TO BECOME THOROUGHLY CONVERSANT WITH SAN
FRANCISCO PURCHASING RULES AND REGULATIONS AND THEIR
APPLICATION

The Director and other relevant personnel shall become thoroughly conversant with San Francisco County's Purchasing Rules and Regulations and shall apply such rules and regulations when contracting; further, the Department will certify it has conformed to such rules and regulations when seeking Commission approval for major contracts.



San Francisco Elections Commission

COMMISSION ANNUAL REPORT

January 24, 2002 – March 19, 2003

Pursuant to the Bylaws of the San Francisco Elections Commission, Article XI, I herewith submit the Commission's Annual Report for the Commission's first year, 2002.

Michael Mendelson
President

San Francisco Elections Commission
#1 Dr. Carlton B. Goodlett Place, Room 48
San Francisco, CA 94102
web site: www.sfgov.org/elections
Commission email at: elections.commission@sfgov.org.
phone: (415) 554-4305
fax: (415) 554-7457

4.0

Elections Commission
Commission Annual Report

January 24, 2002 – March 19, 2003

Table of Contents:

	Page
I. THE BUDGET IN REVIEW-Fiscal Year 2002—2003	3
II. THE PRESIDENT'S REPORT	7
A. INTRODUCTION	7
B. HIGHLIGHTS OF THE ELECTIONS COMMISSION'S FIRST YEAR, 2002	8
1. Background	8
2. General Policy Concerns and Strategic Planning	9
3. Other Significant Commission Events	12
C. L'AFFAIRE HAYGOOD	13
1. Background	13
2. Haygood's Firing	14
3. The Legal Maneuvering	15
4. All's Well That Ends Well	16
D. CONCLUSION	16
III. COMMISSION MINUTES	17
IV. OTHER REPORTS	
V. APPENDIX – Newspaper Clippings	

A.1

I. THE BUDGET IN REVIEW - Fiscal Year 2002 – 2003

The Elections Commission was introduced to the departmental budget two weeks after being sworn in, when they received documentation from the budget analyst indicating the Department was requesting a \$5.6 million supplemental appropriation to cover operations through the March 5, 2002 Open Primary Election.

Just six months into the fiscal year this budget shortfall created an awareness of the chronic underfunding of the Department and a focus on current departmental spending. Comments in the March 20, 2002 Budget Analyst's Report and from the Financial Rules Committee, along with a departmental freeze on spending issued by the Controller, resulted in the Commission's close scrutiny of the FY '01-'02 budget. Audits on ballot purchase, vehicle rentals and cell phone expenditures were then requested. Currently, the ballot audit has been completed, the cell phone audit is underway and a vehicle audit is pending.

The Controller's audit of the March 5, 2002 ballot order and the resultant report clearly indicates that the former Director of Elections imprudently ordered more ballots than were necessary. The Controller's Office issued an official report stating \$900,000 of the Department's budget was used to pay for this excess.

It also became apparent that vehicle rentals for election use were mismanaged. In all, 185 vehicles were rented for the March 5, 2002 election. The billing for these rentals topped \$210,000, because they were rented an entire month prior to the election and because they were not returned to the rental agency in a timely manner.

The Department's operations were affected by these problems when the budget shortfall necessitated the wholesale reduction of staff following the March 2002 election. By the end of the fiscal year the Department was reduced to eight staff members to prepare for a November Election only four months away.

As the current fiscal year got underway, the Commission felt confident that the Acting Director, John Arntz, had an excellent grasp of budget management and election

operations. His history with the Department and his awareness of the Department's true spending needs brought stability and accuracy to expenditures.

For the first time since 1998 the Department of Elections has not requested supplemental appropriation following a runoff election. For the first time in recent memory, the Department is planning for the next fiscal year's elections before the fiscal year begins.

An Overview of Elections Budgets 1995 - 2003

Budget Year	<u>Original Budget</u>	Supplemental	Total
2002-2003	\$ 8,975,979.00	\$ -	\$ 8,975,979.00
2001-2002	\$10,976,496.00	\$ 3,359,388.00	\$14,335,884.00
2000-2001*	\$10,643,513.00	\$ 2,850,116.00	\$13,493,629.00
1999-2000	\$ 4,455,403.00	\$ 2,290,097.00	\$ 6,745,500.00
1998-1999	\$ 4,225,000.00	\$ 1,500,000.00	\$ 5,725,000.00
1997-1998	\$ 3,729,986.00	\$ -	\$ 3,729,986.00
1996-1997	\$ 2,181,610.00	\$ 1,065,711.00	\$ 3,247,321.00
1995-1996	\$ 2,761,980.00	\$ 190,683.00	\$ 2,952,663.00

*Votomatic punch card system replaced by Optech Eagles

This year the Acting Director established a departmental budget division, including departmental payroll and procurement personnel. This has resulted in improved budget management and fiscal control. The budget division has worked closely with the Controller's Office to follow current year spending and is on track to close out the fiscal year within the \$ 8,975,979 budget submitted in late June 2002.

The budget team is currently working with the Mayor's Budget Office on budget preparation for FY '03-'04 using the baselines set this year as a guideline. The

initial FY '03 budget preparation was submitted to the Controller and the Mayor's Budget Office on March 21, 2003.

Notwithstanding a year of unexpected expenditures such as an unprecedented four-card ballot, a 272-page Voter Information Pamphlet, continuation of salary payments to the Former Director, six months of comp time payments to the former Deputy Director, and a \$50,000 retainer fee for the Commission's legal counsel, the Department has managed to stay within budget. This is the direct result of fiscal controls implemented by now Provisional Director John Arntz.

The following chart illustrates the impact of departmental budget controls implemented this fiscal year.

4.2

A Comparative Overview of Selected Expenditures FY '01-'02 and FY '02-'03

Expenditure		<u>Fiscal Year 2001 - 2002</u>	<u>Fiscal Year 2002 - 2003</u>
Absentee Envelopes		183,331	45,791
Ballots	Nov (2 cards)	487,000	
	Nov (4 cards)		1,116,326
	Mar (2-3 cards)	1,770,000	
Sheriff Services		705,000	183,000
Storage		104,000	32,000
Temp Agency		66,380	7,258
Tent Rentals	Nov	10,275,000	2,850
	Dec	10,275,000	690
Vehicle Rental	Nov	47,000	32,921
	Dec	43,000	9,384
	Mar	210,000	

The Department looks forward to the continued maintenance of budget controls so as to demonstrate its efficiency in fiscal management. The maintenance of these fiscal controls is especially important in light of the Department's history of chronic underfunding.

4.5

II. THE PRESIDENT'S REPORT

A. INTRODUCTION

On 5 November 2002, the San Francisco voters passed Proposition E, a Charter Amendment. The Amendment altered the method of selecting the Director of Elections. Charter §13.104.5 previously provided that the City Administrator, a mayor appointed City official, appointed the Director of Elections. The City Administrator selected the Director according to Civil Service Rules. The Director, having successfully completed the required probationary period, was removable only for "cause."

The new commission consisted of seven individuals, each appointed by a separate elected official or entity. The Amendment provided for staggered terms. The various appointees by the various appointing authorities were:

Appointing Authority	Initial Term	Name of Commissioner
Board of Education	1 year	Richard Shadoian
Mayor	1 year	David Serrano-Sewell
Board of Supervisors	2 years	Thomas Schulz
Treasurer	2 years	Brenda Stowers
City Attorney	3 years	Robert Kenealey
Public Defender	4 years	Alix Rosenthal
District Attorney	5 years	Michael Mendelson

Upon completion of the initial term of office, succeeding commissioners shall serve for a term of five years. The amended Charter provision also provided the Commission "...shall appoint the Director of Elections pursuant to civil service rules..."; further, that the Commission shall set the "general policies for the Election Department as well as other general supervisory duties." The amended Charter provision provided the Director of Elections shall be responsible for the "day to day operations" of the Election Department and that the Director could only be removed for cause.

The voters had, by Charter amendment, moved the Department of Elections from a mayoralty appointment to one whereby an autonomous Elections Commission selected the Department Director and set the Department's general policies. Notably, the amended Charter provision also required a commissioner have no employment with the City, State, or federal government; further, Commissioner qualifications included no lobbying or direct involvement in political campaigns. Essentially, the Charter amendment created an Elections Department separate and apart from politics.

On 22 January 2002, Dennis Herrera, the City Attorney, swore in the seven new commissioners. Present at the swearing in ceremony was Tammy Haygood, the incumbent Director of Elections whose dismissal by the newly sworn in Commission some three months later created a political firestorm that, for some ten months, swirled around the Elections Commission. A California Court of Appeal extinguished that firestorm when it ruled the Elections Commission had the right to fire the incumbent Director without a hearing because, as a probationary employee, she had no entitlement to a hearing on her discharge.

B. HIGHLIGHTS OF THE ELECTIONS COMMISSION'S FIRST YEAR, 2002

1. Background

On 22 April 2002, the Elections Commission terminated its incumbent director, Tammy Haygood. At the same meeting, Thomas Schulz resigned as president after a harrowing three months citing time commitments. The Commission voted Michael Mendelson its new president.

The Commission immediately faced two related and complex problems, both unprecedented. The first problem, the firing of the Director and its potential for contentious litigation, would require immediate attention to protect the Commission's authority to appoint its own Director. The second problem was the creation of an independent Elections Department, a department standing apart from city government control.

4.7

Before Haygood's termination, the City Attorney advised the Commission that the Charter authorized it to appoint the Director of Elections.

2. General Policy Concerns and Strategic Planning

While the litigation situation required urgent attention, the Commission also needed to begin long term strategic planning to create and implement a "stand alone," independent Elections Department free from political interference. Such planning required the Commission to oversee the Elections Department's orderly transition from a government agency to an autonomous commission-supervised entity; further, the Commission had to plan and implement such transition during a time of intense media scrutiny resulting from the Haygood firing and pressure from political forces. The transition had to take place even though none of the Commissioners were knowledgeable about the precise functioning of the Department or much about each other.

Notably, Mayor Willie Brown, escalated the situation by attacking the Commission's removal of his appointee. Mr. Brown accused the Commission of racism, sexism and homophobia. Not to be outdone by the Mayor, Commissioner Schulz returned fire by e-mailing to Mayor an "open letter" criticizing the Mayor's conduct. Nonetheless, the Commission continued to stay the course and stay it notwithstanding both the internal and external calumny.

Another issue interfered with the Commission's ability to initiate strategic planning; Haygood's firing meant finding a replacement so that the Department had interim leadership. On 29 April 2002, the Commission appointed John Arntz, the Acting Director. Arntz had almost three years experience in the Department and importantly, the respect of key Department employees. Arntz took over approximately six months before a general election and a possible run off election.

4.8

The Commission faced an additional operational problem; it required someone exercise all of the Director's powers, a "provisional director" while the search for a permanent Director went ahead. This appointment process required Department of Human Resources participation. Pursuant to Civil Service rules, Commissioners Rosenthal, Stowers, and Mendelson formed a committee that advertised the position, interviewed four candidates, and ultimately recommended that Acting Director Arntz become Provisional Director. Subsequently, the full Commission ratified the Committee recommendation. Additionally, the Haygood termination required the Commission step up its nationwide recruitment for a Director of Elections of the Commission's choosing. The Commission's Personnel Committee had, previous to Haygood's termination, begun meeting with the Department of Human Resources to implement its obligation under the Charter amendment to appoint a new Director of Elections. While the Haygood litigation moved forward, the Commission suspended recruitment a final decision by the courts. That process has now restarted with no detriment to the Elections Department's efficiency.

In this challenging setting, the Elections Commission shaped its strategic course for the Elections Department's future. The Elections Department is, essentially, democracy's infrastructure; in that it ensures the electoral process operates in a fair, efficient, and effective manner. The infrastructure requires three fundamental elements: space, structure, and staff.

First, the Elections Department must operate in one central location with the space necessary to perform the legally required activities to support its mandate.

Second, the Elections Department must have an organizational framework that supports and carries out the legally mandated Department duties.

Third, the Elections Department must have the requisite full time, civil service personnel to support the structure that carries out the Department's legally mandated duties.

4.9

In developing the specific strategic means necessary to create an independent Elections Department, Provisional Director Arntz worked with David Howe, a noted consultant in the elections field. John Mott-Smith, Chief of Elections of the California Secretary of State's office, provided invaluable services to Mr. Howe. The Commission President met with Provisional Director Arntz and Mr. Howe on numerous occasions to discuss and create the Commission action necessary to make these strategic means general Commission policy. The Commission passed the necessary motions to make these three strategic goals Commission policy. On 6 March 02, the Commission approved the search for a single location for the Department, replacing a multitude of disconnected rented space. On 2 October 02, it approved a personnel policy requiring year round employees to end the Department's reliance on temporary staff. On 23 October 02, the Commission approved a Department organizational chart.

With the Commission passage of appropriate resolutions, it has ensured that, in the Commission's second year, general policies will foster the goal of an autonomous agency capable of running elections in a fair, efficient, and effective manner for a long time to come.

3. Other Significant Commission Events

On 24 April 2002, the Commission hired Shirley Rodriques as its Commission Secretary. Ms. Rodriques' hiring resulted from an active recruitment campaign that served as the prototype from the subsequent program to recruit a new Elections Department Director. The recruitment conformed in all manner to the Department of Human Resources requirements including but not limited to creation of job specifications, advertising of the position, creation of a committee to interview prospective secretary applicants, and a written test.

4.10

On 5 June 2002, the Commission passed its by laws, presently in effect, which control the Commission's operation, and are accessible at the San Francisco Government website (www.sfgov.org).

In September 2002, Provisional Director Arntz compiled the Department's operations manual. He presented the manual to the Commission on September 18, 2002. The manual specifically documents the various departmental operations required to support an election. The manual's existence provides, for the first time, a compendium of Elections Department activities so that these activities are readily accessible and understandable. Its creation and existence are symbolic of the Department's systematic growth under Provisional Director Arntz' stewardship.

In November 2002 and December 2002, the Election Department ran a general election and a run off election. The Secretary of State's Office had observers on the scene and later lauded the Department's election management. Some 200,000 voters participated in the November election, which required a four-card ballot (800,000 ballots total). The election included more than sixty issues including candidates for statewide, local, judiciary, and executive offices as well as statewide and local initiatives. The November results were completed earlier than the Department could have imagined, by 10:30 pm that evening. The December 2002 runoff involved 127 precincts out of a total of 630 precincts citywide, with more than 100,000 voters participating. Because of the Elections Department's efficiency, the election results were available 45 minutes after the polls closed.

Since his appointment, Mr. Arntz has developed a plan to implement ranked choice voting, passed as Proposition A in the March 2002 election. This plan requires insuring the election equipment vendor provides a system meeting rigorous state standards: that a backup exists in case the primary system fails; and that voters will be educated in the Instant Run Off Voting process. Arntz has established a 30 June 2003 deadline for the placement of the necessary

4.11

equipment and software. Ranked choice voting (RCV) has required the dedication of a significant amount of time and resources of the Department over the last eight months. The RCV concept is without precedent in the United States on the San Francisco scale.

C. L'AFFAIRE HAYGOOD

1. Background

Prior to its amendment, Charter §13.104 authorized the City Administrator to appoint the Director of Elections "from a list of qualified applicants provided under the civil service provisions of the Charter." It provided "[T]he Director may be removed by the City Administrator for cause, subject to appeal of the Civil Service Commission."

On 9 July 2001, Haygood began work in the Elections Department. On 6 August 01, the City Administration appointed Haygood Director of Elections (Civil Service Class Number 1128). On 15 August 02, Haygood signed an "Acknowledgement of Probation" agreeing that her probation would terminate on 15 August 02.

Although the position, Director of Elections, had a salary range of \$93,522 to \$113,672 on 7 November, Haygood was classified as a "Manager X" qualifying her for a salary of \$121,472. It has not been explained to the Commission why Haygood was immediately placed in the "Manager X" category.

In November 2001, the voters amended Charter § 13.104 some four months after Haygood's appointment to authorized the charter-created Elections Commission to appoint and oversee the Director of Elections. It also required the Director of Elections be appointed "from a list of qualified applicants provided under the Civil Service provisions of the Charter." The amendment provided the Director serve a five-year term; and that the Director was only removable "for cause" after a hearing with an appeal to the Civil Service Commission.

On 21 February 02, the City Attorney informed the Elections Commission that (1) the incumbent Director of Elections had no vested right to the position as a result of the Charter Amendment; (2) the Amendment did not change Haygood's status as a probational employee, (3) as a probationary employee, Haygood could be terminated at will. Later, the City Attorney informed the Commission that even though the Commission relied on his opinion to fire Haygood, his office would not represent the Elections Commission if litigation ensued.

2. Haygood's Firing

On 22 April 02, the incumbent Director stated publicly that the Commission's review of her job status and the right of the Commission to remove her was political, stating "if they don't want me there because they don't think I'm the kind of person they want, they ought to have the balls to say that." Standing firmly on the City Attorney's opinion that concluded the incumbent Director was a probationary employee, the Commission fired the incumbent Director at the 22 April 02 meeting for reasons the Commission is prohibited from disclosing. Haygood told the San Francisco Sentinel as she gathered up her papers to leave, that she "had better things to do with [her] life" when asked whether she would fight the termination.

On 2 May 02, Haygood's lawyer wrote the Elections Commission demanding his client's immediate reinstatement. The Elections Commission did not acquiesce to her lawyer's demand.

On 18 June 02, the San Francisco Civil Service Commission ruled unanimously that, notwithstanding the City Attorney's opinion that Haygood was a probationary employee, it had jurisdiction to hear Haygood's termination appeal.

On 19 June 02, the City Attorney, Dennis Herrera said that his office would not represent the Elections Commission due to an alleged conflict. Herrera stated

4.13

that the City Attorney's withdrawal would permit the legal issues to move more quickly than if his office involved itself.

3. The Legal Maneuvering

On 30 June 02, the Elections Commission retained the Law Firm of Howard, Rice, Nemerovski, Canady, Falk and Rabkin to represent it. The Commission's unequivocal success at the Court of Appeals demonstrated both the firm's legal excellence generally and specifically as the "right horse for the course."

On 2 July 2002, the Civil Service Commission assumed jurisdiction over the Haygood firing and ordered Haygood's reinstatement with back pay and all benefits.

On 15 July 02, the Civil Service Commission ordered the Elections Commission to return Haygood to her duties as Elections Director. The Commission's attorneys, Steven Mayer and Joseph Quinn, immediately sought a temporary restraining order to prevent Haygood's return.

Less than three hours after the Civil Service Commission reinstated the former elections chief, a Superior Court Judge issued a temporary restraining order barring Haygood's return to the Elections Department. Haygood thereafter attempted to remove the case from state to federal court.

On 22 July 02, Federal Judge William Alsup extended the restraining order. The Federal Judge characterized Haygood's lawsuit in his court as "transparent," "gamesmanship," and "unfair." The courts eventually stayed Haygood's return to the Elections Department until Friday 26 July 02, pending the outcome of litigation.

The Elections Department sought a writ of mandate to declare the Civil Service Commission's ruling returning Haygood to the Director's position violative of the

San Francisco Civil Service rules. Superior Court Judge James McBride set the hearing date for 30 August 02; further, he ordered Haygood receive back pay and benefits from 22 April until resolution.

On 4 September, Judge McBride ordered Haygood's reinstatement. Four days later, the state court of appeals blocked Haygood from returning to her position as Director. The Court set 11 December 02 as the date for oral argument in the case.

4. All's Well That Ends Well

On 17 January 03, a unanimous court of appeals sided with the Commission and ruled that Haygood, as a probationary employee, had no right to get her job back. The Court concluded that the Commission had properly exercised its authority to dismiss Haygood.

D. CONCLUSION

The Commission's first year has been monumental. The Commission created its 'persona' and bylaws; it has successfully managed the difficult transition from governmental agency to an independent department; it is completing its search for its first permanent director to manage an independent department. With the Provisional Director Arntz's guidance, the Commission exercised significant budget control, it has created a body of Department policies, and has authorized the emplacement of a departmental personnel structure to ensure institutional longevity and memory.

Notwithstanding its chronic lack of funding, the Department has grown and prospered under John Arntz. In spite of much adversity, Mr. Arntz and his dedicated staff have acted professionally, exemplifying industry and creativity. May the Department in years succeeding maintain the high level of achievement that the Department now personifies.

4.15

Respectfully submitted,

Michael Mendelson, President
Elections Commission

4.16

III. COMMISSION MINUTES

4.17

IV. OTHER REPORTS

4.18

COMMISSION SECRETARY'S ANNUAL REPORT

Previous to the hiring of Shirley Rodriques, various members of the City of San Francisco and Department of Elections performed the duties of Commission Secretary.

Immediately upon being hired on 24 April 2002, Shirley Rodriques organized the new Elections Commission Office, which is located within the Department of Elections on the ground floor of City Hall in Room 48, and the Commission's files. She put in place the various office procedures necessary to assist the Commission in its functions. Ms. Rodriques established document and reporting formats, as well as repositories for information required to be generated by the Elections Commission. All correspondence to and from the Commission is available for public viewing at the lobby area of the Department and in the office of the Elections Commission. Agendas for meetings are posted on the bulletin board at the main entrance to the Department of Elections, at the Main Public Library, at City Hall Room 400 or at the site of Special Meetings, and at the Election Commission website:

http://sfgov.org/site/electionscommission_meeting.asp?id=982#agendas.

The public can reach the Elections Commission by email at:

elections.commission@sfgov.org.

4.18a

The Elections Commission's regular meetings are scheduled on the first and third Wednesday of each month and are held in City Hall room 400 at 7:00 pm, and are conducted following Robert's Rules of Order. Drafts of meeting minutes are posted to the Commission's website within ten days of the meeting. Finalized meeting minutes are posted to the internet after approval by the Commission at its next regular meeting. Audio tapes of all meetings are maintained at the Commission office.

All motions approved by the Elections Commission can be located on the Commission's website under "motions". These motions are numbered in sequence in the following manner: the meeting month, day, and year, followed by a number that reflects in what order the motion was taken at that meeting. The public can make an inquiry of subjects by typing in a key word and instituting a search for that topic.

4.186

V. APPENDIX

Newspaper Clippings from 11/21/01 – 3/24/03

4.19

San Francisco Elections Commission

ADDENDUM PRESIDENT'S ANNUAL REPORT "THE FIRST THREE MONTHS"

May 27, 2003

I herewith submit this Addendum to
the first San Francisco Elections
Commission's Annual Report.

Thomas Schulz
Past President

San Francisco Elections Commission
#1 Dr. Carlton B. Goodlett Place, Room 48
San Francisco, CA 94102
web site: www.sfgov.org/elections commission
email at: elections.commission@sfgov.org.
phone: (415) 554-4305
fax: (415) 554-7457

4.20

PREFACE

In the November 6, 2001 Consolidated San Francisco Municipal Election, a San Francisco Charter amendment concerning the conduct of elections was passed by voters. The Charter changes included a call for the January 1, 2002 formation of an Elections Commission. To assure minimal political influence over elections' policy making, the Charter provides for the Commission's seven members to be individually appointed for staggered terms of **unpaid service** (emphasis added) by seven elected entities and officials (District Attorney, Public Defender, City Attorney, Board of Supervisors, Board of Education, Mayor, and Treasurer). The Commissioners can be removed only by their appointing authority.

I am the appointee of the Board of Supervisors. My commitment to the Board was to use my 35 years of experience as a federal evaluator of government programs (including two years reviewing elections processes and agencies nationwide) *to develop a first rate elections department for the City and County of San Francisco*. I was the first Commissioner of the seven to be appointed and after the Commission was officially sworn in on January 24, 2002. I was elected as its first President.

On April 22, 2002, after three months of extremely time consuming efforts to successfully defend the Commission's existence as an independent entity, I resigned the Presidency. I continue to serve as an Elections Commissioner — with my term scheduled to expire in January 2004. Also on April 22, 2002, the Commission fired the Director of Elections, Tammy Haygood and elected Michael Mendelson as the second Commission President.

As current president, Commissioner Mendelson is responsible for preparing a President's Report on what were the key activities and initiatives of the San Francisco Elections Commission for 2002. As the first President of the Commission, I had volunteered to assist President Mendelson with the writing of the report, especially its coverage of the Commission's first three months. He has chosen not to accept my input and has suggested I prepare a separate report. While not required by any specific provisions of the Charter, I present to the Commission, the Mayor, the Board of Supervisors and the citizens of the City and County of San Francisco the following addendum to the Election Commission's first Annual Report.

4. 21

**Elections Commission
Addendum to President's Annual Report
May 7, 2003**

Table of Contents:

	Page
I. PREFACE	2
II. INTRODUCTION – THE POLITICAL CONTEXT OF SF ELECTIONS	4
A. Negative Perceptions of the SF Elections Department.	4
III. ACCOMPLISHMENTS OF AND CHALLENGES TO THE ELECTIONS COMMISSION - JANUARY THROUGH APRIL, 2002	5
A. Elections Task Force	5
B. Sunshine Ordinance and the Lie that will not Die	6
C. Commission Takes an Independent Position - Re-canvassing	6
D. March 5, 2002 Election – Before, During, and After	7
E. Termination of Tammy Haygood as Department of Elections Director	8
IV CONCLUSION	9

4.22

INTRODUCTION

THE POLITICAL CONTEXT OF SF ELECTIONS

In the November 6, 2001 Consolidated San Francisco Municipal Election, Proposition E, a San Francisco Charter amendment concerning the conduct of elections was passed by voters. The Charter changes included a call for the January 1, 2002 formation of an Elections Commission. This Commission was to assume policy-making authority and oversight of all public federal, state, district and municipal elections in the City and County of San Francisco. The Commission is charged with setting general policies for the Department of Elections and is responsible for the proper administration of the Department subject to budgetary and fiscal Charter provisions.

The Elections Commission was to exist as an entity independent from other San Francisco government agencies as a voter reaction to a history, particularly in 2000 & 2001, of poorly run elections by a series of Department of Elections Directors appointed by the Mayor and/or his staff. Accordingly, the Commission was empowered to: 1) select the Director of the Department of Elections; 2) assume the Director of Elections' responsibility to select three members of the Elections Task Force (which was charged to set the new district boundaries for the 11 member Board of Supervisors); and 3) hire its own Executive Secretary.

Negative Perceptions of the SF Elections Department

Why was an independent Elections Commission needed? A December 6, 2001 San Francisco Chronicle editorial just prior to the runoff election for City Attorney (see attached Annual Report newspaper clippings) answers this question with its summary of the recent history of San Francisco elections. *"San Francisco badly needs a believable and trouble-free election next Tuesday to restore public faith in local vote counting.....Delayed vote counting, staff turnover, and election night confusion are the unfortunate hallmarks of voting in this city.....Many voters can understand these problems (inherent complications & complexities of conducting elections) but not the chronic mix-ups that have accompanied most elections since 1995."*

San Francisco voters passed Proposition E in the November 6, 2002 elections as the **elections reform measure** that contained the Charter amendments creating the Elections Commission. Subsequent to November 6 up to the December editorial even more events occurred that reinforced the need for a change. The Secretary of State issued a scathing report on the conduct of the November 2000 elections, ballot box lids were found floating in the Bay and over 200 ballots were found in the voting machines used for the November 2002 elections.

The Elections Commission is not elections reform according to Commission opponents. Mayor Willie Brown has publicly maintained that the creation of an independent commission to oversee elections was a power play by the "progressive" interests of the Board of Supervisors and was a threat to the job security of the then Director of Elections

4.23

Tammy Haygood. Thus, instead of allowing the Commission to effectively organize in an unimpeded manner, the Mayor, Ms. Haygood and their supporters, conducted a campaign of direct attacks and covert resistance to the efforts of the Commission to carry out its Charter mandate. Altogether too much of the first three months of the Commission's time was spent in defending its very existence from these attacks. It proved to be too time consuming for me and so I resigned the Commission Presidency, noting: *"I have had the honor of serving in this position to initially organize the Commission, to effectively complete the selection of members of the Elections Task Force, and to represent the Commission as a viable independent entity during some difficult times. It has taken an extraordinary amount of time away from my family and other obligations and at this important juncture of the Commission's development, I need to turn the leadership role over to somebody else."*

Having to defend the Commission's ability to carry out its Charter mandate from these opponents was not limited to the first part of 2002. President Mendelson's report comprehensively spells out how the Commission successfully overcame the challenge posed by Ms. Haygood and her supporters in her appeal of the Commission's April 22, 2002, dismissal of Ms. Haygood as Director of Elections. This challenge was well met by the Elections Commission during President Mendelson's term of office but again the Commission was forced into spending much of the Commission's time and City resources to prevail in the legal proceedings

ACCOMPLISHMENTS OF AND CHALLENGES TO THE ELECTIONS COMMISSION JANUARY THROUGH APRIL, 2002

Elections Task Force

Another Proposition passed by the electorate in the November 6, 2001 addressed the creation of a task force to redraw the boundaries of the 11 Supervisor districts using new census data. Of the 9 members, three were to be appointed by the Mayor, three by the Board of Supervisors, and three by the Director of Elections OR by the Elections Commission if the Charter amendment creating it passed. By early January a majority of Elections Commissioners had been appointed but its first meeting and swearing in ceremony had not been set. On January 11, 2002 then Director Haygood, without consulting any of the appointed Commissioners, announced she had made the three appointments to the Elections Task Force. While within legal right to do so, since the Commission wasn't scheduled to be sworn in until January 24, 2002, it was apparent that the Director was not paying attention to the voters' message that the appointments should be made by the Commission.

4.24

Thus, the Commission, shortly after being sworn in and before the Task Force began its redistricting agenda, terminated the appointments made by then Director Haygood. Within one week the Commission reviewed applications for Task Force membership (including those who applied to the Director of Elections), and on February 4, 2002, appointed three members of the Elections Task Force. All three assumed leadership positions on the redistricting effort and served the citizenry of San Francisco well.

It should be noted that during the review of the applications, we found that there were significant improprieties in the process used by then Director Haygood for her three appointments. (See February 2, 2002 press clippings) There were several positions the Commission could have taken ranging from referring the matter to the District Attorney for investigation to suspending any further inquiry so that Director Haygood could conduct the immediately pending March 5 election. We chose the latter.

Sunshine Ordinance and the Lie that Will Not Die

At the same time, friends of the then Director Haygood, began to publicly say that Commission actions to address the Elections Task Force appointments were racially motivated. These same people attempted to void the Commission's Elections Task Force appointments as illegal because Commission members allegedly violated the Sunshine Ordinance when four of the Commissioners, prior to being sworn in, held an informal, pre-organizational meeting.

Despite Deputy City Attorney opinions provided to the appointed Commissioners and to the Sunshine Ordinance Task Force saying that the pre-organizational meeting was legal, the blood sport of San Francisco politics prevailed. The result was much of the Commission President's time and energy was diverted from tasks needed to speedily organize the Commission. Also, the time that the members of the Sunshine Ordinance Task Force could have spent on real violations was wasted. Ultimately, the Chair of the Sunshine Ordinance Task Force had to recuse herself for her biased political attacks on members of the Commission and on March 26, 2002, the Sunshine Ordinance Task Force **found no proof of Sunshine violations.** (Emphasis added). Even though the Commission was cleared of any wrongdoing and its initial actions were not voided, e.g. there was no illegal meeting, the opponents of the Commission have continued their campaign to smear its reputation by ignoring the actual outcome and publicly restating the allegations. Thus, this has become the lie that won't die.

Commission Takes an Independent Position - Re-canvassing

On November 22, 2002 the California Secretary of State noted that his office's investigation of apparent discrepancies in San Francisco votes counted from the November 2000 election revealed *"Extremely disturbing findings"*. He suggested a re-canvass of the ballots for that election. The full accounting of ballots would see if such discrepancies were systematic or an anomaly. The then Elections Director, Tammy

4.25

Haygood, who was not involved in the 2000 elections, agreed to do the re-canvass. About a week later, ballot box lids were found floating in the San Francisco Bay. A few days after that revelation, the media reported over 200 ballots cast in the November 6, 2001 election were found in the voting machines 3 weeks after the election. Later, the Board of Supervisors determined that there were enough problems with the 2001 elections that it should also be re-canvassed.

How the Secretary of State's suggestion (which became an order) to re-canvass the November 2000 election was handled serves as a prime example of the difficulty in defining what is election policy making by the Commission and what is day to day operations run by the Director of Elections. The then Director Haygood presumed that relations with the Secretary of State was an operational decision for her to deal with. The Commission, by insisting that compliance with Secretary of State directives that required substantial budget increases is a policy matter, overruled the Director's decision to do the re-canvassing. By doing so the Commission also asserted its independence from the Mayor and the Board of Supervisors.

With the information that the ballots were poorly secured and stored to such a degree that it would be impossible to accurately recount them, the Commission in February 2002 refused to approve the budget increase needed just to properly organize the ballots for recount. The Secretary of State threatened to take the Commission to court to enforce the recount. In October, 2002, after Ms. Haygood was removed and the Elections Department managed by Mr. Arntz confirmed the sloppy document storage problems, the Secretary ultimately decided not to order San Francisco to conduct the expensive re-canvassing of November 2000 election. With the exception of that disagreement the Commission and Secretary of State relations are excellent.

March 5, 2002 Election – Before, During, and After

Approximately one month after the creation of the Commission, a primary election was held on March 5, 2002 - the first one under the terms of Proposition E. The charter amendments, in addition to establishing the Elections Commission, required the participation of the Sheriff's Dept. to guarantee the security and safety of the paper ballots. This added another key participant to the already complex process of conducting a San Francisco election.

As I noted to the other Commissioners and the Board of Supervisors, we were being asked to implement our oversight responsibilities for this election, but at that same time were experiencing the difficulties of organizing ourselves without staff and workspace, defending the Commission from the politically motivated Sunshine Ordinance allegations, and carrying through with the work needed to select redistricting task force members. The Commission consensus was to learn from this election and to leave most of the operation and policy up to the Director of Elections Tammy Haygood. In fact, Ms. Haygood asserted that she was completely in charge and would not want Commission involvement at this late date in the conduct of the elections. Such oversight would be interference that she would say was the cause for any problems encountered in the conduct of the

4.2.6

election. Again, the Commission consensus was to learn from this election, do our best to support the Department through the election and to leave most of the operation, policy and responsibility to the Director of Elections Tammy Haygood.

One of the areas in which the Commission wanted more information was the budget for the election but there was neither enough time nor information available for the Commission to properly oversee the proposed and actual expenditures.

Subsequent to the conduct of a very complicated election (many candidates and issues with special rules for a primary election to select the political party committees) there was a request for a supplemental budget in the works. The implementation of Proposition E in this election was something not budgeted for in the annual budget. The Budget Analyst reviewed the supplemental request and received comments from the Department Director without contacting or obtaining feedback from the Commission. Accordingly, when the Budget Analyst presented a very critical report on the supplemental budget regarding expenditures to the Finance Committee of the Board of Supervisors, the Commission felt blind-sided by the scope of the negative comments. This included proposed removal of the budget set-aside for the Commission and some unexplained and large budget expenditures. The Finance Committee of Board of Supervisors placed restrictions on the allocation of funds that in turn resulted in extensive layoff of Department of Elections staff.

Department of Elections Director

It was clear to me that at the beginning of the Commission, the incumbent Director Ms. Tammy Haygood had the full support of the majority of the Commissioners to be fully and fairly assessed as a candidate for the charter-mandated new director. One of the key points of the March 5th election agreed upon by all was that it would help set the basis to evaluate Ms. Haygood's performance and potential as a candidate for the Commission appointed Director. In fact there was action taken by the Commission to set up an evaluation plan for Ms. Haygood and also set criteria for the new Commission to use to establish the position of Director.

As it turns out, there were some Commissioners who wanted to assess Ms. Haygood's performance, which would include Commission determination of retention or termination as Director. This was placed as a Commission meeting agenda item on several occasions but no action was taken until April 22. The Commission had been advised by the City Attorney that Ms. Haygood was a probationary employee and that the Commission did not need reasons or cause to terminate her employment during the probationary period.

~~Prior to April 22 and during the Commission meeting on that date we were continuously~~
advised on the process we needed to follow with regard to the evaluation and/or termination of Ms. Haygood by the San Francisco Department of Human Resources (DHR) and the Deputy City Attorney. As we all know the majority of the Commission voted to terminate Ms. Haygood's employment as Director of Elections. Ms. Haygood challenged the process through the city Civil Service Commission and in a series of court

jurisdictions and the Commission prevailed over her appeals. The full account of this journey is detailed in President Mendelson's report (see section titled "L'AFFAIRE HAYGOOD."

As part of the process explained to the Elections Commission, the steps that needed to be taken to replace the director included naming an Acting Director for immediate leadership purposes a limited time, then a more formal process was needed to select a Provisional Director to fulfill the role prior to the Commission naming a permanent director under the terms of the charter amendment. The Commission had just finalized the process for selecting its Executive Secretary with DHR guidance and basically followed the same steps for each stage of filling the Director's position. At the time of this report the Commission is in the final steps of selecting a director under the terms of the charter amendments.

CONCLUSION

After spending the last two years of my 35 year career as a non-partisan federal government evaluator, conducting detailed studies of elections agencies throughout the United States, I naively thought I could assist my home town department of elections to be one of the nations best. I knew then and still believe that the great number of professional and hard working department staff are very capable and could sustain a premiere elections process that would make their fellow San Franciscans proud. I have been rudely awakened to the blood sport of politics as practiced in San Francisco and found myself fending off the very nasty attacks on the Elections Commission at considerable cost in resources and time I should be committing to my family.

However, I take my promise to the Board of Supervisors seriously (***to develop a first rate elections department for the City and County of San Francisco***) and I have appreciated their treatment of me as a member of an independent entity - not a single Supervisor or staff has attempted to direct my actions as an Elections Commissioner.

I also believe that public spirited citizen involvement, especially as non-political volunteers, is important to counter threats to open and honest government. Thus, despite the difficulties I've encountered I will not completely walk away from this responsibility.

Bottom line: The Department of Elections belongs to us, the citizens of San Francisco. We do ourselves no favors by criticizing and strong-arming our election department. We have found the enemy, it is us. We have placed intense scrutiny on an inherently complex process, which only increases the likelihood of problems being blown out of proportion or alternatively not fully and openly discussed and resolved. When and if there are problems we should support the Department as part of the problem solution. The Elections Commission, despite our differences, has chosen to be supportive by working with whomever necessary to obtain adequate working space for the Department, to

4.28

assure more stability in staffing the Department, and to provide the best possible technology. I'm still optimistic that the positive changes we've begun to see at the Department will continue.

4.29

San Francisco Elections Commission

ADDENDUM PRESIDENT'S ANNUAL REPORT "COMMENTS ON SAN FRANCISCO ELECTIONS COMMISSION ACTIVITIES—MAY 2002 TO PRESENT

”

May 27, 2003

I herewith submit this Addendum to
the first San Francisco Elections
Commission's Annual Report.

Thomas Schulz
Past President

San Francisco Elections Commission
#1 Dr. Carlton B. Goodlett Place, Room 48
San Francisco, CA 94102
web site: www.sfgov.org/elections commission
email at: elections.commission@sfgov.org.
phone: (415) 554-4305
fax: (415) 554-7457

4.30

PREFACE

I was elected as the first President of the Elections Commission when the full Commission was officially sworn in on January 24, 2002.

On April 22, 2002, after three months of extremely time consuming efforts to successfully defend the Commission's existence as an independent entity, I resigned the Presidency. I continue to serve as an Elections Commissioner — with my term scheduled to expire in January 2004. Also on April 22, 2002, the Commission fired the Director of Elections, Tammy Haygood and elected Michael Mendelson as the second Commission President..

As President, Commissioner Mendelson is responsible for preparing a President's Report on what were the key activities and initiatives of the San Francisco Elections Commission for 2002. As the first President of the Commission, I had volunteered to assist President Mendelson with the writing of the report, especially its coverage of the Commission's first three months. He has chosen not to accept my input and has suggested I prepare a separate report. I have submitted a report on the first three months of the Commission. This second report is intended to more fully discuss events I believe needed more comprehensive and balanced discussion than that provided by President Mendelson's report. While not required by any specific provisions of the Charter, I present to the Commission, the Mayor, the Board of Supervisors and the citizens of the City and County of San Francisco the following addendum to the Election Commission's first Annual Report.

COMMENTS ON SAN FRANCISCO ELECTIONS COMMISSION

ACTIVITIES—MAY 2002 TO PRESENT

NOVEMBER 7, 2002 ELECTION - Before, During, and After

The November 7, 2002 election was the first election conducted following termination of Ms. Haygood and during her legal challenges to our termination action. Acting Provisional Director John Arntz had to rebuild the Department staff from the April situation of practically no staff at all to a staff level capable of conducting a large and complicated election involving several offices and several contentious propositions. While the process of conducting the election went well overall including positive reviews by the Secretary of State officials assigned to monitor the election, there were some instances in which an insufficient number of ballots were delivered to the precincts. The difficulties came about as a result of cost cutting measures that were instituted by the newly staffed Department. Mr. Arntz and department staff analyzed this problem and procedures were modified in time for the December 2002 runoff election that was conducted with no serious problems whatsoever. The conservative and cost conscious conduct of these two elections did not require a request for a supplemental appropriation.

"Dialogue" with The Mayor

One of the reactions to the ballot supply problem experienced in November was public statements by Mayor Brown that the Elections Commissioners were "racists, idiots and nincompoops". I took umbrage at Mayor Brown's statement and wrote him a letter in response. President Mendelson's report negatively characterizes the letter I sent to the Mayor indicating it was a "calumny". To provide some balance to this Commission Report I'm including the letter I wrote reacting to Mayor Brown's name-calling. The issue that President Mendelson pointed out to me at the time was that the media coverage was tilted in favor of the Mayor. The Mayor would have the resources and political skills to continue his attacks on the Commission when he replied to my letter. As predicted and true to form, the Mayor's more colorful reply to my letter received more media coverage. It began with the lie that will not die and continued with inaccurate data and further attacks. At President Mendelson's request I did not continue the exchange and my less colorful response was not published in the media.

Here are the letters I sent:

Mr. Mayor

4.38

As a citizen and voter of San Francisco and not as an individual Elections Commissioner, I'm writing to ask you three things. I ask you to take responsibility for your actions regarding the elections process in San Francisco—namely, your campaign to "crush" the Elections Commission in complete disregard for the majority of voters who wanted independent, non-political policy direction for the Department of Elections.

Second, rather than petulantly following an approach of trying to destroy an entity because you can't control it, why not work with the Elections Commission as part of a unified government effort to develop the best Election Department possible?

Third, calling members of the Elections Commission "incompetent" and "nitwits" is unwarranted and is clearly not helpful. I'd like you to apologize for your public name-calling and for your completely unwarranted and reckless accusations of racism. If you are not capable of apologizing, I for one would be pleased if you would stop your obstructionist and mean spirited campaign and let the Commission do its job.

There are no excuses for Election Department snafus that prevent citizens from casting their votes. Experts and observers of elections know that in every election, in every jurisdiction, there will be problems in allowing everyone to vote successfully. The voters in San Francisco warrant a sincere apology and a sincere and objective effort to find the reasons for the problem and to implement effective solutions. The Secretary of State's office, the Elections Commission and representatives of initiatives and issues extensively monitored the last election. I'm sure the Elections Commission will fully review what occurred and will work with the Department of Elections and the Secretary of State in recommending solutions. It would be much easier to accomplish this if you would work with the Commission instead of against them.

I'm sorry that I have to resort to an open letter like this to get your attention but since you did not respond to my previous attempts to meet with you when I was President of the Elections Commission , coupled with the negative tone of your public statements, I feel you leave me little choice. If you would like to discuss my requests in more detail, I'd be pleased to meet with you.

Sincerely yours,

Thomas J. Schulz

Mr. Mayor,

4.33

Thanks for your prompt response. I was hoping for the opportunity to have a dialogue with you to address our concerns, but after some more thought over how you reacted, I now realize that it would be impossible for us to do so. First, you made it clearer to me that I cannot speak for myself as a voter and citizen of San Francisco without people reacting as if I was speaking officially for the Elections Commission. I can't speak for the Commission. Secondly, it is evident from your response that it is difficult for you to accept that the voters wanted an independent commission, and thirdly, all I've done is give you another opportunity to continue to do and say the unhelpful and unwarranted things that concerned me.

My goal and motivation as a long-time public servant (35 years of experience as a Federal evaluator, analyst and auditor of governmental programs) has been to improve the efficiency, effectiveness and economical operations of government. I had hoped to, and still intend to, use my experience to develop a first-rate elections department for the City of San Francisco

In conclusion, can the citizens of this great city expect a unified City government response to the Secretary of State representative's recent statement re this current election that San Francisco needs to solve its own problems? Can we expect a unified City government conducting a sincere and objective effort to find the reasons for the recent problems and to implement effective solutions? Can we expect to have a unified City governmental approach to properly support the extremely hard working staff of the Department of Elections? I would like to hear yes from all involved.

Sincerely yours,

Thomas J. Schulz

Posted: May 1, 2003

NOTICE TO AMEND
THE ELECTIONS COMMISSION BY LAWS

It will be moved to amend the Elections Commission's By Laws in the following particulars:

1) Article VII – Committees is amended as follows:

Section 1. Standing Committees as presently written and passed is deleted. In its place and stead is inserted:

Section 1. Standing Committee. The Commission shall have one standing Committee, the General Policy and Budget Committee.

- A. Such Committee shall be responsible for personnel, budget, and investigating functions when called upon to act by the President.
- B. The Committee shall establish procedures necessary and proper to fulfill its Committee function.

This notice is given pursuant to Art. XIII, San Francisco Elections Commission By Laws.

5.0

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



BRENDA STOWERS, CHAIR

ROBERT KENEALEY

MICHAEL MENDELSON

City and County of San Francisco

(Approved: _____)
City and County of San Francisco
**ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE**
Minutes of the Meeting Held
Tuesday, May 27, 2003

DOCUMENTS DEPT.

OCT - 2 2007

**SAN FRANCISCO
PUBLIC LIBRARY**

1. **Call to Order and Roll Call.** Commissioner Brenda Stowers, Chair, called the meeting to order at 5:35 pm. Commissioner Michael Mendelson, Commissioner Robert Kenealeay and Counselor Claire Sylvia were present.
2. **Flag Salute** was led by Commissioner Robert Kenealeay.
3. Discussion and possible action to adopt and recommend a policy regarding general policies on fiscal accountability and responsibility to the full Commission. Commissioner Mendelson MOVED that the Committee accept the policy as presented in the materials before the Committee. Commissioner Kenealeay asked what was the reason for the policy. Commissioner Mendelson replied that it would be the Commission's publicly stated policy so that the public would be aware of the ground rules that the Department applies in fiscal matters. Commissioner Kenealeay replied that the policy was no more than what is required by the budget and fiscal provisions of the Charter. Commissioner Stowers asked Claire Sylvia if there was anything in the policy that was not specifically covered by the Charter. Ms. Sylvia responded that purchasing rules and regulations were not in the City's Charter. Counselor Sylvia further explained that the policy would ask the Department to do more than what the Charter requires, for example, at the time an appropriation is requested, the policy requires that the total program cost be divulged. Commissioner Mendelson expressed concern that the budget problems experienced under the former director, when moneys were spent without the Commission be made aware of the full expenses, should never happen under future Directors. Vote: two – yes, one – no. **MOTION CARRIED.**
4. (a) Discussion and possible action to review and recommend to the full Commission an annual report template. Commissioner Stowers MOVED that the Committee review and recommend a template for the annual report to the

Commission and said that Article XI of the Commission's Bylaws, under section one, covers the content of the annual report. Commissioner Mendelson called the Committee's attention to item #5 on the agenda, which recommends an amendment to the Bylaws regarding the annual report. Commissioner Stowers withdrew her motion and Commissioner Kenealey MOVED that the Committee recommend to the Commission an amendment to Article XI of the Bylaws deleting the reference to "annals" and substituting "annual report", such report to be prepared by the President with the approval of the Commission. MOTION CARRIED unanimously.

(b) Discussion and possible action to recommend approval of the proposed Commission Annual Report dated 24 January 02 – 19 March 03 submitted by Michael Mendelson, President and edited by Alix Rosenthal, Vice President. Commissioner Stowers MOVED to report to the Commission that the Committee will keep the Annual Report in Committee until further action. MOTION CARRIED unanimously.

(c) Discussion and possible action to recommend approval of the proposed "Addendum President's Annual Report"; First Three Months, Addendum #1, or Addendum #2 submitted by Thomas Schulz, Past President. Commissioner Mendelson MOVED not to approve the addenda submitted by Commissioner Schulz. Further, Commissioner Mendelson stated that much of what appears in the addenda occurred before the Commission came into being. Commissioner Kenealey said that the addenda express the philosophy of a member of the Commission, which is inappropriate for an annual report, however the statements relating to the redistricting task force should be included in the final annual report. Commissioner Kenealey MOVED that the Committee not approve the addenda submitted by Commissioner Schulz, addendum 1 and 2, to the Annual Report for the Elections Commission. MOTION CARRIED unanimously to not approve the proposed addenda.

ADJOURNMENT at 6:30 pm

Disability Access

The Elections Commission meeting will be held in Room 082, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact The Elections Office at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-6060.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**BRENDA STOWERS, CHAIR
ROBERT KENEALEY
MICHAEL MENDELSON**

City and County of San Francisco

MEETING AGENDA

June 16, 2003
5:30 P.M.
City Hall, Room 082
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

OCT - 2 2007

Order of Business:

**SAN FRANCISCO
PUBLIC LIBRARY**

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. (a) Discussion and possible action to review and recommend to the full Commission an annual report template.

(b) Discussion and possible action to recommend approval of the proposed Commission Annual Report dated 24 January 02 – 19 March 02 submitted by Michael Mendelson, President and edited by Alix Rosenthal, Vice President and formatted with new section titles by Committee Chair, Brenda Stowers.
4. Public comments on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**BRENDA STOWERS, CHAIR
ROBERT KENEALEY
MICHAEL MENDELSON**

City and County of San Francisco

MEETING AGENDA

July 10, 2003
5:30 P.M.
City Hall, Room 421
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

Order of Business:

OCT - 2 2007

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. (a) Discussion and possible action to review and recommend to the full Commission an annual report template.

(b) Discussion and possible action to recommend approval of the proposed Commission Annual Report dated 24 January 02 – 19 March 02 submitted by Michael Mendelson, President and edited by Alix Rosenthal, Vice President and formatted with new section titles by Committee Chair, Brenda Stowers.
4. Public comments on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

**SAN FRANCISCO
PUBLIC LIBRARY**

ADJOURNMENT

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**BRENDA STOWERS, CHAIR
ROBERT KENEALEY
MICHAEL MENDELSON**

City and County of San Francisco

(Approved: _____)
**ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE
Minutes of the Meeting Held
Thursday, July 10, 2003**

DOCUMENTS DEPT.

OCT - 2 2007

**SAN FRANCISCO
PUBLIC LIBRARY**

1. **Call to Order and Roll Call.** Commissioner Brenda Stowers, Chair, called the meeting to order at 5:43 pm. Commissioner Robert Kenealey was present, Commissioner Mendelson was absent.
2. (a) Discussion and possible action to review and recommend to the full Commission an annual report template. Commissioner Stowers explained that she rearranged and renamed categories from the original Annual Report in an effort to improve the flow of the information. She said the Commission needs a template for future Annual Reports, however, the one used for the first year's Annual Report would differ from later reports because there are subjects that need to be documented in the first year that will not occur in subsequent years.

Commissioner Stowers stated that her goal at this meeting was to get approval of the table of contents as the format/template for the first Annual Report. After getting that approval, she will do further editing of the report to have it conform to the approved table. Commissioner Kenealey MOVED that the table of contents of the report presented by Commissioner Stowers be used as the template for the report. **SECONDED.**

Public Comment: Thomas Schulz asked if more significant events will be added to the final report for example, the selection of the redistricting task force. Commissioner Stowers said they would be added. Mr. Schulz asked if more could be added to the paragraph about the November 2002 election to reflect well publicized problems and to include that the Department improved because the lessons learned were applied to the December runoff. Also, Mr. Schulz asked if the Commissioners could have the draft at least a day before the full Commission meets.

CARRIED that the template be used to complete the draft of the Annual Report for the Elections Commission's first year.

-
- (b) Discussion and possible action to recommend approval to the proposed Commission Annual Report dated 24 January 04 – 19 March 03 was **TABLED.**

Public Comment: Thomas Schulz asked if the Commissioners would have a chance to submit their comments before the Annual Report is finalized. Commissioner Stowers agreed.

ADJOURNMENT at 6:07 pm

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**BRENDA STOWERS, CHAIR
ROBERT KENEALEY
MICHAEL MENDELSON**

City and County of San Francisco

MEETING AGENDA

July 24, 2003
5:30 P.M.
City Hall, Room 082
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

Order of Business:

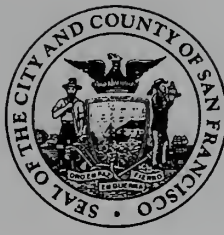
OCT - 2 2007

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to recommend approval of the proposed Commission Annual Report dated 24 January 02 – 19 March 02 submitted by Michael Mendelson, President and edited by Alix Rosenthal, Vice President and formatted and re-edited by Committee Chair, Brenda Stowers.
3. Public comments on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

**SAN FRANCISCO
PUBLIC LIBRARY**

ADJOURNMENT

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**BRENDA STOWERS, CHAIR
ROBERT KENEALEY
MICHAEL MENDELSON**

City and County of San Francisco

MEETING AGENDA

July 30, 2003
5:30 P.M.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

Order of Business:

OCT - 2 2007

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to recommend approval of the proposed Commission Annual Report dated 24 January 02 – 19 March 02 submitted by Michael Mendelson, President and edited by Alix Rosenthal, Vice President and formatted and re-edited by Committee Chair, Brenda Stowers.
4. Discussion and possible action to review various cost expenditures associated with Ranked Choice Voting and the Gubernatorial Recall Election and make possible recommendations to the Commission.
5. Public comments on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

**SAN FRANCISCO
PUBLIC LIBRARY**

ADJOURNMENT

ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE



BRENDA STOWERS, CHAIR
ROBERT KENEALEY
MICHAEL MENDELSON

City and County of San Francisco

(Approved: _____)
City and County of San Francisco
ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE
Minutes of the Meeting Held
Wednesday, July 30, 2003

DOCUMENTS DEPT.

OCT - 2 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **Call to Order and Roll Call.** Commissioner Brenda Stowers, Chair, called the meeting to order at 5:30 pm, Commissioner Mendelson was present, Commissioner Robert Kenealeay was absent.
2. **Public Comment** – District Attorney Terrance Hallinan said he was concerned about the difficulty facing the Commission regarding the recall and he assured the Committee that San Francisco citizens are counting on the Elections Commission to do the very best it can to implement RCV in November as stated by the Charter. He urged the Committee and the Commission to hold off any decision until everything possible has been done to do the will of the voters. He said that he and the voters are counting on the Commission to come through.
3. **Discussion and possible action to recommend approval of the proposed Commission Annual Report dated 24 January 02 – 19 March 02 submitted by Michael Mendelson, President and edited by Alix Rosenthal, Vice President and formatted and re-edited by Committee Chair, Brenda Stowers.** Commissioner Michael Mendelson MOVED to approve the Annual Report. The motion CARRIED.
4. **Discussion and possible action to review various cost expenditures associated with Ranked Choice Voting and the Gubernatorial Recall Election and make possible recommendations to the Commission.** Commissioner Michael Mendelson MOVED that the Budget Committee recommend to the full Commission that the Department continue on with the process of generating an election procedure that will conform in all respects to the Secretary of State's requirements; that is, the California Elections Code, and that this Commission will seek to ensure, both financially and with the personnel necessary, to implement the Charter amendment requiring Ranked Choice Voting as soon as possible.

Discussion: Commissioner Mendelson thanked the District Attorney for attending the meeting saying that his presence demonstrated that public officials are interested in the most critical interest of all - the exercise of the franchise. He said it was clear

that the obligation of the Commission was to follow the law and the facts, and that John Arntz and his very capable staff will find a system that will implement the will of the voters within the context of the law. Further, the Commissioner said that the rejection by the Secretary of State and the approval committee can serve as a dry run for the DoE to point out the weaknesses of the presented system and as a result, the Department can strive to correct those weaknesses to create a system that will fulfill the will of the people. Commissioner Mendelson repeated that the Commission wants to see Ranked Choice Voting implemented.

Chair, Brenda Stowers explained the reality of the funding needed to implement RCV. She said the estimates for the three scenarios which may appear were: RCV with a hand count would cost \$2.7M; the recall election will cost \$3.7M; RCV with the software implementation - \$2.6M (which would be added to the cost of the recall, or \$6.3M); a regular November election without RCV and runoff is \$8.7M. She said these are the first estimates and may change. Commissioner Stowers said the real cost is not just money but time and resources as well. The DoE has only so many resources to do so many things. With the recall, the department is cramming five to six months of work into eight weeks. The analogy Commissioner Stowers said that may make the most sense is: you can't have two women make one baby in 4 ½ months each – you just can't divide the job up like that.

MOTION (07-30-03 Budget) carried.

ADJOURNMENT at 5:47 pm.

Disability Access

The Elections Commission meeting will be held in Room 400, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact The Elections Office at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-6060.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**BRENDA STOWERS, CHAIR
ROBERT KENEALEY
MICHAEL MENDELSON**

City and County of San Francisco

AGENDA

SPECIAL MEETING

November 19, 2003

5:00 P.M.

**City Hall, Room 48 Conference Room
1 Dr. Carlton B. Goodlett Place**

DOCUMENTS DEPT.

Order of Business:

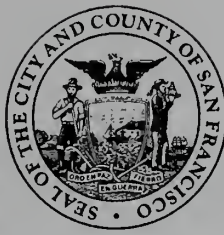
OCT - 2 2007

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to recommend approval of the proposed Budget for the December 9, 2003, Run Off Election to the full Elections Commission.
5. Public comments on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

**SAN FRANCISCO
PUBLIC LIBRARY**

ADJOURNMENT

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**BRENDA STOWERS, CHAIR
ROBERT KENEALEY
MICHAEL MENDELSON**

City and County of San Francisco

AGENDA

SPECIAL MEETING

January 7, 2004
5:30 P.M.
City Hall, Room 421
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

OCT - 2 2007

**SAN FRANCISCO
PUBLIC LIBRARY**

Order of Business:

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to recommend a Selection Process for Official Ballot Arguments to the full Elections Commission.
4. Public comments on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

DRAFT
Elections Commission Budget Committee
Wednesday, January 7, 2004
5:30 pm
City Hall, Room 400

DOCUMENTS DEPT.

SEP 28 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **CALL TO ORDER**
The Meeting was called to order at 5:53.
2. **ROLL CALL**
Present were Commissioner Robert Kenealey and Chairperson Brenda Stowers.
3. **FLAG SALUTE** was led by Commissioner Mendelson.
4. **Public Comment:** *Christopher Bowman* commented that the draft for a plan for the selection of official ballot arguments by Supervisor Tony Hall was a good start and addresses most of the issues. He said that a prioritization that would have the Board of Supervisors and the Mayor on an equal level in a lottery to determine which proposal would be the official proponent or opponent would be his choice. Mr. Bowman suggested that it would be appropriate that someone with special knowledge of the subject be given priority in the selection of arguments. Additionally, Mr. Bowman expressed his belief that every argument should pay for itself. He noted that Mayors and Supervisors get free publicity for their stands on measures and should also pay.
5. **Discussion and possible action to recommend a selection process for official ballot arguments to the full Elections Commission.** Commissioner Kenealey MOVED that the Committee adopt an official process for ballot arguments to send to the full Commission. **SECONDED** by Commissioner Mendelson.

Commissioner Mendelson said that it would be appropriate to get an opinion from the City Attorney regarding the constitutionality of limiting individuals' participation to one argument and the Committee should get information on how the DoE makes its determination regarding the selection of ballot arguments. The Commissioner suggested that once this information is available, the Committee can prepare its report and recommendation to the Commission, and asked that the subject be TABLED until then.

Commissioner Kenealey suggested that the item be CONTINUED TO THE CALL OF THE CHAIR. Commissioner Mendelson agreed and the vote CARRIED.

Chairperson Stowers stated that prior to the next Budget and Policy Committee Meeting, the Committee would request the legal opinion on the constitutionality of

limiting the number of arguments that could be submitted and request the Director of Elections to submit a written report of how the Department currently makes its determination of ballot arguments. The Commission Secretary is to notify Deputy City Attorney Julia Moll and the Director John Arntz that deadline for the reports will be one week prior to the next Committee meeting which will be February 4, 2004.

Commissioner Kenealey asked Mr. Christopher Bowman if he recalled when the City first began using the lottery procedure for ballot arguments.

Mr. Bowman answered that his research showed it began approximately in 1979.

6. **Public Comment.** *Christopher Bowman* reminded the Committee that the City Attorney's Office, after approximately two years of research, gave its opinion when it drafted the resolution on this subject in 1999. He suggested that the Committee talk about not just the process but also the product when it reviews the Director's report. The escalation of the "arms race" over this issue because one person or group abuses the system can be a problem. Sometimes, he said, up to 68 arguments have been submitted on one subject in order to get a "guarantee" that a particular argument gets chosen. This has a tremendous impact on staff who must process all that paperwork. Mr. Bowman suggested that the Committee and the Director look at how many arguments have been submitted by particular persons/groups over the years.

7. **ADJOURNMENT** at 6:15 pm.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**MICHAEL MENDELSON
ROBERT KENEALEY**

City and County of San Francisco

AGENDA

SPECIAL MEETING

**February 18, 2004
5:30 P.M.**

**City Hall, Room 48 Conference Room
1 Dr. Carlton B. Goodlett Place**

DOCUMENTS DEPT.

OCT - 2 2007

Order of Business:

**SAN FRANCISCO
PUBLIC LIBRARY**

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to recommend approval of the proposed Budget for the Department of Elections for Fiscal Year 2004-05, to the full Elections Commission.
4. Public comments on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

City & County of San Francisco

Elections Department - DRAFT FY 0405 Budget

OBJ	ITEM DESCRIPTION	November 2004	
		Detail	Budget
001	Perm Salaries		1,789,640
009	Premium Pay		7,500
012	Holiday pay		1,000
005	Temp Salaries		2,006,390
011	Overtime		327,866
013	MFBs		425,000
021	Travel Budget		1,000
022	Training Budget		1,500
024	Membership Fees		750
026	Other Fees		
	Poll worker fees & training	350,000	
	Polling place rent	56,200	
	Janitorial fees: Rec and Park, School District	10,000	
Sub-total 026: Other Fees			416,200
027	Professional & Specialized Services		
	Temp Agency	10,000	
	Translation & Layout	200,000	
	DIMS- Voter Database Software Maintenance	108,000	
	Miscellaneous: Poll Worker Trainers, Delivery	75,000	
	Services, Mapping Services, Legal Advertising		
	Election Day Drivers, Outreach Advertising		
Sub-total 027: Prof. & Spec. Services			393,000
029	Equipment Maintenance		
	ES&S Contract- Maintenance	145,900	
	OTIS - Elevator Maintenance	1,050	
	Small Equipment Repair- Fax, Burster, Magna Punch	500	
	Voting Booth Repair/Replace	25,000	
Sub-total 029: Equipment Maintenance			172,450
030	Property Rent		
	Warehouse Pier 29 / Election pier rental/30/31/32	85,000	
	Classroom Rental - PW training Class		
Sub-total 030: Property Rent			85,000
031	Equipment Rental		
03121	Vehicles	50,000	
03131	Copiers	20,000	
03199	Stanchions	2,000	
03199	Election Day Tents	3,000	
03199	Election Day Lighting	2,500	
03199	Election Day Hand Trucks	400	
03199	Portable Toilets	7,500	
03111	Computers	10,000	
03151	Fork Lifts / pallet jacks	5,550	
03199	Audio Visual	1,300	
03111	IV-C Ballot Tabulator	5,000	
03199	Fencing	1,302	
Sub-total 031: Equipment Rental			108,552

035	Other Current Expenses		
	Poll Worker Manual	10,000	
	Freight/delivery/overseas ballots	15,000	
	Ballot Postage- AV and AV return	205,400	
	VIP Postage	125,000	
	Other postage: business reply, city mailings	150,000	
	Oral Translation for the blind	3,000	
	Ballot & record storage/destruction/recycling	25,000	
	Election Commission	5,000	
	Rosters	40,000	
	Mailing Services VIP, PCT cards, outreach	75,000	
Sub-total 035: Other Current Expenses			653,400
040	Materials and Supplies		
04211	Electrical	5,000	
04221	Hardware	10,000	
04231	PCT emergency Lighting	3,000	
04241	Lumber	1,000	
04699	Food	4,000	
	Other office supplies/precinct supplies	75,000	
	Voter city-wide mailings - outreach materials, pct advisement	90,000	
	Ballots	1,150,000	
	VIP printing	600,000	
	AV, provisional and other envelopes	75,000	
	AV inserts	10,000	
	Ballot pens	15,000	
	Rice bags	5,620	
Sub-total 040: Materials and Supplies			2,043,620
049	Other Materials & Supplies		
04921	Data processing equipment	7,500	
04925	Minor data processing equipment	7,500	
04931	Poll worker/Polling place/NCR ballot Custody/- FORMS	3,000	
04941	Minor furnishings	10,000	
Sub-total 049: Other Materials & Supplies			28,000
5221	Fees Licenses Permits		500
6000	Equipment Purchase		
	Envelope Sealing Machine	7,600	
	2 DIMS Servers	54,222	
	Computer replacement	213,255	
	Printer(s) replacement	11,843	
	Pallet jacks - 2	8,000	
	15 work-space modular cubicles	19,500	
Sub-total 060: Equipment Purchase			314,420
081	Services of Other Departments		
CB	GF-MYR- Ins & Risk	3,500	
SH	Sheriff	120,000	
	Building Services - Janitorial	20,000	
C5	DTIS ISD Service	65,000	
ET	DTIS Telephone	35,000	
H2	HR- Management Training	1,000	
M2	Mayor's Youth Works	6,400	
PA	Purch- Central Shops	5,000	

PF	Purch- Central Shops	3,000
PK	DPT	30,000
PM	Purch Mail Services	50,000
PR	IS Purch- Reproduction	75,000
WB	DPW	20,000
CA	IT Assistance/HR assistance	20,000
	OES	2,500
	Real Estate	

Sub-total 081: Work Orders

456,400

TOTAL

9,232,188



CITY AND COUNTY OF SAN FRANCISCO OFFICE OF THE CONTROLLER

Edward Harrington
Controller

Monique Zmuda
Deputy Controller

February 9, 2004

The Honorable Gavin Newsom
Mayor, City and County of San Francisco
Room 200, City Hall

The Honorable Board of Supervisors
Room 244, City Hall

Re: **FY 2003-04 Six-Month Budget Status Report**

Dear Mayor Newsom, Ladies and Gentlemen:

Charter Section 3.105 directs the Controller to issue periodic or special financial reports during the fiscal year. This report is the Six-Month Budget Status Report based on sources of funds received and uses of funds from July 1, 2003 expended through December 31, 2003. The purpose of the report is to apprise the City's policy makers of the current and projected budgetary status of the General Fund.

I. OVERVIEW

We project a shortfall of (\$1.26) million for the General Fund balance by the end of the fiscal year 2003-2004 (FY 2003-04). This shortfall is primarily caused by a \$37 million reduction in Motor Vehicle License Fees (the "car tax") over what had been assumed in the City's budget. For comparison purposes, the City ended fiscal year 2002-03 with a \$48 million surplus. Since it would be illegal to end the year with a deficit, steps will need to be taken to bring the budget back into balance by year-end.

The projected year-end balance is based on current revenue and spending patterns. The actual year-end balance may differ due to changes in revenues, spending rates, the amount of supplemental appropriations and releases of reserves ultimately approved by the Mayor and/or the Board. While the narrative on the following pages provides a summary of key revenue changes and departmental operations, **a great deal of uncertainty is still present. Two key assumptions include:**

- 1) the passage of the State's \$15 billion bond in March 2004 to cover State spending for the current year and part of FY 2004-05, and
- 2) a gradual economic recovery takes hold through the second half of FY 2003-04. If the lagging, jobless recovery in the Bay Area continues, additional revenue weakness of \$10 to \$15 million is estimated in the current fiscal year.

We will continue to monitor these factors and provide updated information in the Controller's Nine-Month Report.

Chart A: Six-Month General Fund Budget Summary – FY 2003-04 (millions)

	AAO Original Budget	Revised Budget	Year-End Projection	Savings / (Shortfall)
SOURCES:				
General Fund Beginning Balance	\$ 47.06	\$ 47.06	\$ 47.85	\$ 0.79
Prior Year Reserves	\$ 11.42	\$ 11.42	\$ 15.25	\$ 3.82
Subtotal Sources - Prior Years	\$ 58.48	\$ 58.48	\$ 63.10	\$ 4.62
Current Revenues	\$ 2,053.55	\$ 2,059.27	\$ 2,023.49	\$ (35.78)
Transfer, net	\$ 132.71	\$ 135.53	\$ 135.53	\$ -
Subtotal Sources - Current Year	\$ 2,186.26	\$ 2,194.80	\$ 2,159.02	\$ (35.78)
Carryforwards, net		\$ 75.49	\$ 75.49	\$ -
Total Sources	\$ 2,244.74	\$ 2,328.77	\$ 2,297.61	\$ (31.16)
USES:				
Operating Expenditures, net	\$ 1,844.97	\$ 1,894.00	\$ 1,883.61	\$ 10.40
General Fund Contribution Transfers	\$ 275.19	\$ 275.19	\$ 275.10	\$ 0.09
Projects, Capital, Facilities Maintenance	\$ 86.17	\$ 124.75	\$ 124.75	\$ -
Reserves	\$ 13.41	\$ 13.41	\$ 13.41	\$ -
Required Set-Asides - Budget Savings			\$ 2.00	\$ (2.00)
Pending Supplemental Appropriations				\$ -
Total Uses	\$ 2,219.74	\$ 2,307.35	\$ 2,298.86	\$ 8.49
GENERAL FUND ENDING BALANCE	\$ 25.00	\$ 21.42	\$ (1.26)	\$ (22.67)

General Fund Beginning Balance & Prior Year Reserves

At the time the budget for FY 2003-04 was prepared, we anticipated starting the current fiscal year with a General Fund Beginning Balance of \$47.06 million and Prior Year Reserves of \$11.42 million. When the Comprehensive Annual Financial Report for the year ended June 30, 2003, was completed in February 2004, we confirmed that the ending balance from the previous fiscal year was \$47.85 million, along with Prior Year Reserve balances of \$15.25 million. As a result, there is an additional \$4.62 million of prior year sources available from FY 2002-03 that was not anticipated when the current budget was adopted. This surplus was primarily due to litigation-related reserve balances.

Current Revenues and Transfers In

We project revenues and transfers to be \$35.78 million lower than the revised FY 2003-04 budget largely due to a projected \$68 million State funding shortfall of which an estimated \$56 million pertains to VLF reductions and a lagging recovery in the Bay Area. Our revenue projections are based on realized revenues through the first six months of FY 2003-04, discussions with industry and department experts, and analysis of key economic indicators and forecasts. The current projection of general tax revenues is **predicated upon a recovery during the second half of FY 2003-04**. If this does not materialize, we project an additional revenue shortfall of \$10 to \$15 million would likely result.

The \$35.78 million shortfall is attributed mainly to the loss of more Vehicle License Fee backfill revenue than previously assumed in the budget, along with economic weakness in the following key tax revenues: Sales Tax, Hotel Room Tax, and Parking Tax. These tax revenues have been adversely affected by the lagging recovery in the Bay Area. Property Transfer Tax revenue is better than originally expected and nearly offsets the weakness exhibited in more cyclical or economically sensitive revenues. Section II (Chart C) provides the revenue and transfer detail.

At this point in our fiscal year, *key projection uncertainty* is still present for Payroll Tax, Sales Tax and Hotel Room Tax revenues. Payroll Tax returns will not be due until the end of February 2004, and with limited wage increase data for 2003 and the difficult-to-assess impact of no New Jobs Tax Credits, a great deal of uncertainty still exists in projecting this revenue. As for Sales Tax and Hotel Room Tax, achieving our projected revenue is dependent upon an economic recovery during the second half of FY 2003-04. Additionally, definitive evidence that a mid-fiscal year recovery is taking hold will not be known with certainty for Sales Tax until March 2004, since there is always a three-month lag in receiving calendar quarter actuals data from the State. This delay affects all California jurisdictions. Key projection uncertainty also stems from the possibility of **further State Budget reductions** if the proposed \$15 billion bond is not approved by California voters in March 2004.

Current Operating Expenditures & Transfers Out

Based on current spending patterns, we project overall department expenditures and transfers to result in \$10.49 million in savings. Section III (Chart D) outlines projected year-end surpluses or deficits for each department, along with the impact net of departmental revenue performance.

Some General Fund Supported departments are projected to have expenditure savings, others shortfalls. Additionally, some departments have revenue surpluses, while others have projected revenue shortfalls. The tables on the following page summarize projected variances from budget for all departmental sources and uses for FY 2003-04. The first table includes departments that project a net shortfall after considering both revenue and expenditure projections. The second table summarizes departments that are projected to have net savings, and therefore ultimately contribute to the year-end projected fund balance. To a large degree, departmental savings reported in this report are a reflection of the Mayor's Office initiative to closely monitor and control spending during the first half of the fiscal year given the uncertainty tied to State revenue impacts.

Departments with a Net Shortfall, US\$ Millions

		SOURCES	USES	NET
		Surplus / (Short) Budget	Under / (Over) Budget	Savings / (Shortfall)
Sheriff	\$	(0.50)	(1.60)	(2.10)
Fire Department		1.38	(3.40)	(2.02)
Public Works		(1.40)	0.24	(1.16)
General City		-	(1.00)	(1.00)
City Planning		(1.44)	0.52	(0.92)
District Attorney		0.32	(1.17)	(0.85)
Trial Courts		-	(0.52)	(0.52)
Juvenile Probation		(0.34)	-	(0.34)
Police Department		(0.32)	-	(0.32)
Aging and Adult Services		(0.39)	0.30	(0.09)
Academy of Sciences		-	(0.04)	(0.04)
Total Projected Shortfall	\$	(2.69)	(6.67)	(9.36)

Departments Contributing Net Savings, US\$ Millions

		SOURCES	USES	NET
		Surplus / (Short) Budget	Under / (Over) Budget	Savings / (Shortfall)
Human Services	\$	(4.07)	13.90	9.82
Public Health (DPH, SFGH, LHH)		-	1.84	1.84
Emergency Communications		-	0.87	0.87
Public Defender		-	0.44	0.44
Assessor / Recorder		-	0.35	0.35
Controller		-	0.25	0.25
Asian Art Museum		(0.05)	0.26	0.21
Mayor		-	0.15	0.15
Public Finance & Business Affairs		-	0.13	0.13
Telecomm. & Info. Services		-	0.11	0.11
Administration Services		(0.41)	0.51	0.10
Treasurer / Tax Collector		-	0.05	0.05
Environment		-	0.04	0.04
Human Rights Commission		-	0.04	0.04
Board of Supervisors		-	0.03	0.03
Total Projected Savings	\$	(4.53)	18.96	14.43

Contribution Transfers Out, Reserves & Required Set-Asides

Contribution Transfers Out - San Francisco General & Laguna Honda Hospitals: Based on the current projected revenues and expenditures, San Francisco General and Laguna Honda Hospitals will have a net surplus of \$1.56 million and \$0.56 million respectively.

Contribution Transfers Out - Baselines: The Charter specifies that the Children's Services, Library Preservation, and Municipal Transportation (i.e. the Municipal Railway (MUNI) and Parking & Traffic) shall receive a minimum appropriation amount (baseline) from the General Fund. The required baselines are adjusted as discretionary revenues change throughout the budget year. Chart B outlines the General Fund Appropriation, the Current Required Baseline, and the Projected Excess / (Deficit) Contribution needed given the projections outlined in this report.

Children's Services is projected to have \$8.70 million in excess contributions given projected discretionary revenues. **As was the case in the prior year, a reduction in the Children's Services baseline is not assumed in this report.** The Library, MUNI and Parking & Traffic baselines reflect the need for additional contributions of \$0.88 million, \$0.43 million and \$0.71 million, respectively. The projected shortfalls for three of the baselines is due to technical adjustment increases to revenues following the June 1 submission to the Board and final FY 2002-03 year-end carryforward balances.

For FY 2002-03 and FY 2003-04, Baselines were and are effectively held harmless for most of the State revenue shortfall because the State reduced principally subvention revenues like the Vehicle License Fee, and subvention revenues fall outside of the Baseline discretionary revenue calculation. However, for FY 2004-05 Governor Schwarzenegger's proposal includes a reduction to the City's General Fund Property Tax revenue (i.e. increase the ERAF shift). Since property taxes are discretionary, next year Baselines will be negatively impacted if the Governor's proposal is adopted.

Chart B: Baselines

Baseline	FY 2003-04		
	AAO General Fund Appropriation	Current Required Baseline	Projected Excess/(Deficit) Contribution as of 6-Month Report
Children's Services	\$80,238,384	\$71,535,014	\$8,703,370
Library Preservation	\$29,481,203	\$30,362,105	(\$880,902)
Municipal Railway	\$95,414,850	\$95,849,563	(\$434,713)
Parking & Traffic	\$33,608,000	\$34,320,000	(\$712,000)
Total	\$238,742,437	\$232,066,682	\$6,675,755

State Revenue Loss Reserves: The FY 2003-04 Adopted Budget included a \$30.00 million State Revenue Loss assumption, which was intended to bridge any shortfalls resulting from the State's FY 2003-04 Adopted Budget. The actual projected State Revenue Loss of \$68.19 million or \$38.19 million more than originally assumed in the budget. This additional \$38.19 million is attributed to: 1) \$17.31 million of Vehicle License Fee (VLF) reductions related to the State backfilling Health & Welfare Realignment, 2) \$19.73 million of VLF reductions related to the State increasing local government's 'loan' to the State for the foregone VLF backfill during the first 3 months of FY 2003-04¹, and 3) \$1.15 million in additional departmental programmatic reductions.

Required Set-Asides - Savings Incentive Account: In addition, Section 3.17 of the Administrative Code requires the greater of \$2.00 million or 10 percent of departments' year-end appropriation savings are set-aside in a **Savings Incentive Account**. Based on current projections, \$2.00 million will be needed to fund this account at year-end.

Supplemental Appropriations

General Fund supplemental appropriation requests approved by the Board used \$3.58 million of the General Reserve. Supplemental appropriation requests pending approval by the Board total \$2.02 million. Supplemental appropriations are outlined in *Appendix A*. To the degree that these or other anticipated supplementals are approved using the General Reserve, the projected year-end balance will be reduced.

Expenditure Reserves

Each year, the Board of Supervisors places certain budget items on reserve, requiring subsequent Board approval before these funds can be spent. *Appendix B* provides a status report on the Board reserves and their remaining balances as of January 31, 2004. For projection purposes, this report assumes that all of these Board reserves are released and expended. To the degree these reserves are not released and not expended by year-end, the projected year-end balance would increase.

General Fund Ending Balance

Based on the current revenue and expenditure projections, the City's year-end General Fund balance would be (\$1.26) million – in a shortfall position. This represents a significant drop from our actual FY 2003-04 beginning fund balance of \$47.85 million, which was used as one-time funding in the development of the current year budget. Since it would be illegal to end the year in a deficit, steps will need to be taken to bring the budget back into balance by year-end.

¹ The State's FY 2003-04 adopted budget assumed that California local governments would forego receiving VLF backfill for the first 90 days of the fiscal year at a net cost to cities and counties of \$825 million. Governor Schwarzenegger subsequently announced that the new projected cost to local government would be \$1.30 billion, or \$475 million more than previously adopted by the Legislature.

II. Sources of Funds, Revenues & Transfers In, Chart C

GENERAL FUND (millions)	FY 2002-03	FISCAL YEAR 2003-04 (Current Year, CY)			
	Prior Year (PY) Actuals	Original Budget	Revised Budget	6-Month Projection	Surplus / (Shofterfall) from Revised
PROPERTY TAXES	518.69	\$ 527.74	527.77	527.77	0.00 (1)
BUSINESS TAXES:					
Business Registration Tax	10.55	\$ 6.53	6.53	6.53	0.00 (2)
Payroll Tax	265.58	\$ 282.09	282.09	282.09	0.00 (3)
Total Business Taxes	276.13	\$ 288.62	288.62	288.62	0.00
OTHER LOCAL TAXES:					
Sales Tax	115.58	\$ 122.51	122.51	118.01	(4.50) (4)
Hotel Room Tax	74.73	\$ 90.05	90.05	87.85	(2.20) (5)
Utility Users Tax	71.38	\$ 68.36	68.36	68.86	0.50 (6)
Parking Tax	29.72	\$ 32.66	32.66	31.50	(1.16) (7)
Real Property Transfer Tax	51.48	\$ 55.00	55.00	61.00	6.00 (8)
Admission Tax	2.86	\$ 2.67	2.67	2.67	0.00
Total Other Local Taxes	345.73	\$ 371.25	371.25	369.90	(1.36)
LICENSES, PERMITS & FRANCHISES					
Licenses & Permits	5.48	\$ 6.05	6.05	5.10	(0.95) (9)
Franchise Tax	10.73	\$ 11.02	11.02	11.02	0.00 (10)
Total Licenses, Permits & Franchises	16.22	\$ 17.07	17.07	16.12	(0.95)
FINES, FORFEITURES & PENALTIES	5.59	\$ 31.68	31.68	31.55	(0.13) (11)
INTEREST & INVESTMENT INCOME	15.91	\$ 12.51	12.51	12.51	0.00 (12)
RENTS & CONCESSIONS					
Garages - Rec/Park	6.23	\$ 7.74	7.04	7.04	0.00
Rents and Concessions - Rec/Park	11.03	\$ 11.95	11.95	11.95	0.00
Other Rents and Concessions	0.31	\$ 0.32	0.32	0.32	0.00
Total Rents and Concessions	17.58	\$ 20.02	19.32	19.32	0.00
INTERGOVERNMENTAL REVENUES					
Federal Subventions					
Social Service Subventions	142.94	\$ 154.04	155.83	155.83	0.00
Other Grants & Subventions	8.86	\$ 2.88	2.88	2.88	0.00
Total Federal Subventions	151.79	\$ 156.91	158.70	158.70	0.00
State Subventions					
Social Service Subventions	126.40	\$ 126.59	130.58	124.86	(5.72) (13)
Health & Welfare Realignment	129.60	\$ 132.56	132.56	133.86	1.31 (14)
Health/Mental Health Subventions	63.63	\$ 69.35	69.35	69.35	0.00
Public Safety Sales Tax	64.28	\$ 65.32	65.32	65.32	0.00
Motor Vehicle In-Lieu	103.90	\$ 112.61	112.61	86.61	(26.00) (15)
Other Grants & Subventions	27.58	\$ (6.13)	(6.13)	(13.94)	(7.81) (16)
Total State Subventions	515.38	500.30	504.29	466.06	(38.23)
CHARGES FOR SERVICES:					
General Government Service Charges	21.97	\$ 25.74	25.74	23.98	(1.76) (17)
Public Safety Service Charges	10.83	\$ 15.93	15.93	15.63	(0.30) (18)
Recreation Charges - Rec/Park	4.19	\$ 5.37	5.37	5.37	0.00
MediCal, MediCare & Health Service Charges	37.82	\$ 43.03	43.61	44.21	0.60 (19)
Other Service Charges	7.09	\$ 7.14	7.14	7.14	0.00
Total Charges for Services	81.89	\$ 97.21	97.79	96.33	(1.46)
RECOVERY OF GEN. GOV'T. COSTS	11.95	\$ 9.36	9.36	15.70	6.34 (20)
OTHER REVENUES	9.01	\$ 20.88	20.92	20.92	0.00
TOTAL REVENUES	1,965.86	\$ 2,053.55	2,059.27	2,023.49	(35.78)
TRANSFERS INTO GENERAL FUND:					
Airport	21.15	\$ 25.27	25.27	25.27	0.00 (21)
Other Transfers	88.11	\$ 117.45	120.27	120.27	0.00 (22)
Total Transfers-In	109.26	\$ 142.73	145.55	145.55	0.00
TOTAL GENERAL FUND RESOURCES	2,075.13	\$ 2,196.28	2,204.82	2,169.03	(35.78)

Notes to Sources of Funds Schedule:

- (1) **Property Tax** revenues are projected to be on budget. While San Francisco's assessed valuation grew 4.7 percent in FY 2003-04 from FY 2002-03, this growth is being offset primarily by the surge in appeals and weaker supplemental activity compared to prior years. This projection incorporates the surge of assessment appeals, where owners representing some 22.3 percent of total assessed valuation are currently appealing for lower assessed valuation – of which a portion of the requested reduction may be granted. These appeal levels have not been seen since the economic downturn in the early 1990s. Supplemental sales activity and corresponding General Fund revenues are also down from \$36.00 million in FY 2000-01, \$28 million in FY 2001-02 and \$19.61 million in FY 2002-03 to an estimated level of \$12 million for FY 2003-04. The projected impact to the three dedicated funds is illustrated below:

Children's Fund	On Budget
Library Preservation Fund	On Budget
Open Space Fund	On Budget

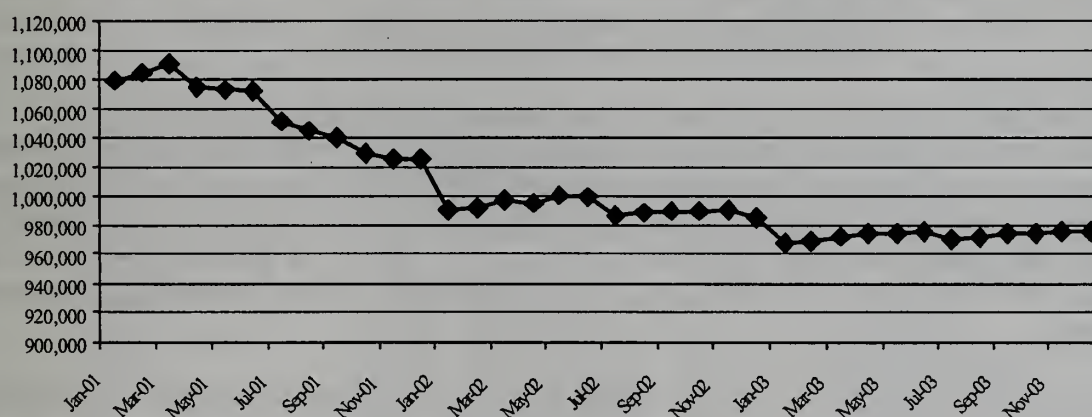
Assessment Backlog: Some additional opportunity for revenue enhancement exists by tackling the assessment backlog, in particular regarding the processing of the new construction backlog. The Assessor reports that the department currently has a significant processing backlog, mostly related to new construction. Backlogs have significant potential revenue implications as the 9,800 deeds in queue have been estimated by the Assessor to have up to \$0.8 billion in incremental roll value. Additionally, 8,500 construction permits may also yield up to \$2.6 billion in incremental roll value. The table below summarizes the backlog and assumes a 50 percent adjustment factor since not all items in the backlog will yield an actual incremental assessment. The table shows that if the backlog were processed, including assessment, billing and collection in FY 2003-04, the value to various funds would be approximately \$11.0 million, which includes a \$9.6 million increase to the General Fund. The current backlog levels of 18,300 with the Assessor's Estimate of Incremental Roll Value of \$3.39 billion reflect improvement over FY 2002-03 when the Controller's 9-Month Report showed a backlog of 20,900 with the Estimated Value at \$4.00 billion. The Department reports that a backlog of approximately 7,000 deeds represents a typical 2-3 month processing time.

Backlog Type	Count	Assessor's Estimate of Incremental Roll Value (millions)	Revenue Yield Adjustment Factor	Adjusted Estimate of Incremental Roll Value (millions)
Deed Processing	9,800	\$ 775	50%	\$ 388
New Construction - Permit Activity	8,500	\$ 2,616	50%	\$ 1,308
Total	18,300	\$ 3,391		\$ 1,696

Results In Additional Property Tax Revenue (in millions)	
General Fund	\$ 9.6
Children's Fund	\$ 0.5
Library Fund	\$ 0.4
Open Space Fund	\$ 0.4
Total - Above Funds	\$ 11.0

- (2) **Business Registration** revenues are projected to be on budget. The year-over-year change from FY 2002-03 reflects a decline because the FY 2002-03 revenue level was representative of a year and half worth of revenue due to the change in Business Registration moving from a calendar year basis to a fiscal year basis. This was a one-time revenue boost for FY 2002-03.
- (3) **Payroll Tax** revenues are projected to be on budget at this time. The budget assumed a modest increase in employment growth with limited wage inflation. The chart below shows the employment levels for the San Francisco Primary Metropolitan Statistical Area (i.e. the PMSA which includes San Francisco, Marin and San Mateo counties) and is the most focused geographical area for which current data is available. The labor growth that was assumed in the budget for the latter part of 2003 does not appear to have materialized, and we do not have solid data on local wage inflation through 2003. However, Business Tax Year 2003 tax returns are not due until the end of February 2004, so we are not changing our estimate at this time, but will report additional information in the Nine-Month Report.

Total Employment for the San Francisco PMSA (Marin, San Francisco, San Mateo)



- (4) **Sales Tax** revenues are projected to be \$4.50 million under budget. A lagging recovery and continued weakness in the business-related components of sales activity are putting downward pressure on this revenue. Nationally, retailers ended 2003 with a 6.7 percent surge in December 2003 sales activity as compared to December 2002 levels – bolstered in part by year-end car sales.² As illustrated in the table below, statewide sales activity has been positive since the middle of 2002, but only due to strength outside of the Bay Area. Sales activity over the last several quarters, shows that San Francisco has been performing worse than the 9-County Bay Area region and the statewide average. The rate of decline has been slowing generally for San Francisco and the Bay Area – but San Francisco, San Mateo and Santa Clara in particular continue to be pulling down the Bay Area average. For 3^d Quarter 2003, the most recent quarter with available actuals data, San Francisco's sales tax revenues were off 1.55 percent for July through September (i.e. the 3rd calendar quarter of 2003) as compared to that same quarter in 2002.

² Wall Street Journal, January 16, 2004.

Sales Tax Activity Still Negative in Bay Area, Positive in California

Calendar Quarter	San Francisco	9 County Bay Area	California
3 rd Quarter 2003	-1.55%	-1.40%	2.52%
2 nd Quarter 2003	-3.30%	-2.30%	5.00%
1 st Quarter 2003	-1.98%	-3.01%	4.61%
4 th Quarter 2002	-1.70%	-4.40%	0.80%
3 rd Quarter 2002	-5.00%	-3.10%	3.10%
2 nd Quarter 2002	-9.70%	-8.40%	-1.30%
1 st Quarter 2002	-17.80%	-12.70%	-3.70%
4 th Quarter 2001	-17.00%	-13.50%	-2.00%
3 rd Quarter 2001	-20.30%	-11.50%	-1.20%
2 nd Quarter 2001	-8.70%	-5.00%	0.00%

The budget level of \$122.51 million is commensurate with sales tax revenue growth of 6.0 percent over FY 2002-03 actuals, which appears unlikely at this time given the July through September 2003 weakness. The current projection assumes 2.1 percent growth for the entire fiscal year. Our current sales tax revenue projection assumes that October through December 2003 will grow 1.0 from the prior year, and that 4.0 to 5.0 percent growth will return in the second half of FY 2003-04. If this upturn does not materialize, further revenue shortfalls would result.

San Francisco's sales tax revenue continues to be more dependent on tourism and business travel than most other cities in California. Any significant recovery in this revenue will only occur if tourism and travel recovers, along with some growth in the business-related components of this revenue. The table below summarizes the major categories of sales activity and the relative contribution to the Sales Tax revenue for FY 2002-03.

Major Categories	% of Total
General Consumer Goods	30.1%
Restaurants & Hotels	19.1%
Business & Industry	14.9%
Autos & Transportation	6.1%
Food & Drugs	6.0%
Building & Construction	4.6%
Fuel & Service Station	3.5%
County & State Pool	15.7%
Total	100.0%

- (5) **Hotel Room Tax** revenues allocated to the General Fund are projected to be approximately \$2.20 million under budget. A portion of this projected shortfall pertains to dedicated funding for the Arts. To the degree departments, with dedicated hotel room tax revenues, reduce spending to cover their respective shortfalls, the impact of the projected \$2.20 million shortfall is mitigated. Projected departmental expenditure savings are show in Section III.

Overall, hotel room tax revenues are projected to be approximately 5 percent above prior year levels; however, we ended FY 2002-03 lower than the FY 2003-04 budget assumed. This yields a lower starting point and results in the revenue weakness reported here. Overall, the recovery in hotel room tax revenue has been constrained due to aggressive price discounting by hoteliers. While occupancy gains are present, average daily room rates continue to put downward pressure on total revenues. The tables below summarize Occupancy and Average Daily Room Rates by month based on survey.

Our projection is based on realized revenue collections to date, interviews with hotel industry professionals, and assumes economic strengthening and an increase in average daily room rates during the first half of 2004. Our current forecast assumes average annual occupancy rates of 68-69 percent and average annual daily room rates (ADRs) of \$140. If these rates are not realized, additional downward revision will be required for this revenue.

HOTEL OCCUPANCY RATES

MONTH	FY 1998-99	FY 1999-00	FY 2000-01	FY 2001-02	FY 2002-03	FY 2003-04
July	82.8%	88.0%	87.5%	75.4%	68.7%	76.9%
August	80.1%	81.3%	90.2%	80.8%	74.7%	83.1%
September	88.4%	86.9%	88.5%	58.3%	68.1%	74.6%
October	90.9%	82.7%	87.9%	61.1%	73.7%	75.0%
November	79.9%	74.1%	72.7%	53.9%	60.9%	68.2%
December	66.2%	62.1%	64.4%	50.0%	56.7%	57.0%
January	64.1%	67.0%	63.5%	50.3%	53.5%	54.0%
February	74.5%	79.7%	70.4%	56.9%	61.7%	63.0%
March	80.6%	88.6%	72.9%	60.7%	60.6%	62.0%
April	81.5%	84.7%	70.7%	67.8%	63.6%	65.0%
May	80.8%	84.4%	76.9%	65.7%	68.1%	70.0%
June	88.4%	91.7%	80.0%	74.5%	74.0%	76.0%
AVG. OCCUPANCY RATE	79.9%	80.9%	77.1%	63.0%	65.4%	68.7%
Occ. % Rate Chg from PY		1.1%	-3.8%	-14.2%	2.4%	3.4%
% Change from PY		1.4%	-4.7%	-18.4%	3.8%	5.2%

Fiscal Year Peak

Estimated

AVERAGE DAILY ROOM RATES (ADRs)

MONTH	FY 1998-99	FY 1999-00	FY 2000-01	FY 2001-02	FY 2002-03	FY 2003-04
July	\$ 141.56	\$ 154.98	\$ 175.56	\$ 156.14	\$ 140.65	\$ 136.13
August	\$ 142.14	\$ 150.06	\$ 165.89	\$ 159.01	\$ 134.34	\$ 130.41
September	\$ 152.57	\$ 158.09	\$ 180.33	\$ 157.35	\$ 140.18	\$ 137.24
October	\$ 158.92	\$ 153.22	\$ 191.46	\$ 166.56	\$ 156.21	\$ 152.82
November	\$ 146.31	\$ 148.02	\$ 169.40	\$ 151.08	\$ 140.01	\$ 135.47
December	\$ 132.16	\$ 146.22	\$ 162.24	\$ 136.65	\$ 128.96	\$ 130.00
January	\$ 144.06	\$ 153.17	\$ 174.24	\$ 146.41	\$ 140.02	\$ 130.00
February	\$ 147.10	\$ 156.25	\$ 181.78	\$ 146.09	\$ 143.28	\$ 144.00
March	\$ 146.99	\$ 164.96	\$ 179.18	\$ 143.95	\$ 135.90	\$ 144.00
April	\$ 155.57	\$ 164.39	\$ 168.79	\$ 156.06	\$ 138.47	\$ 145.00
May	\$ 148.68	\$ 168.41	\$ 191.63	\$ 152.38	\$ 147.53	\$ 147.00
June	\$ 154.27	\$ 175.50	\$ 173.72	\$ 160.85	\$ 135.23	\$ 148.00
AVERAGE ADR	\$ 147.53	\$ 157.77	\$ 176.19	\$ 152.71	\$ 140.07	\$ 140.01
ADR \$ Change from PY		\$ 10.25	\$ 18.41	\$ (23.47)	\$ (12.65)	\$ (0.06)
% Change from PY		6.9%	11.7%	-13.3%	-8.3%	0.0%

Fiscal Year Peak

Estimated

NOTE: Actuals based on a PKF industry sample representing 70-80% of all rooms and revenue.

//.

- (6) **Utility User Tax** revenues are projected to be slightly better than budget by \$0.50 million due to higher natural gas prices.
- (7) **Parking Tax** revenues are projected to be \$1.16 million under budget. The delay in jobs growth means that the growth assumed in parking services will also be weaker than originally assumed in the budget. The **Department of Aging & Adult Services** receives one-third of parking tax revenues accruing to the General Fund.
- (8) **Real Property Transfer Tax** revenues are projected to be \$6.00 million better than budget. This revenue is one of the more volatile and is highly impacted by economic cycles and interest rates. Low mortgage rates have helped this revenue. The likelihood of rising interest rates by mid-2004 may also be providing additional incentive for real estate transactions to occur sooner than later.
- (9) **Licenses and Permit** revenues are projected to be \$0.95 million under budget due to revenue shortfalls in the Department of Public Works. Revenue weakness is related to delays in fee increases that were assumed in the budget. This includes fee increases for Café Tables & Chairs, Sidewalk Displays, and Underground Utility Vaults, as well as some weakness in News Rack Fees revenues due to manufacturing delays.
- (10) **Franchise Tax** revenues are projected to be on budget. The higher natural gas commodity prices mentioned in Utility Users Tax are projected to impact this revenue in FY 2004-05 as this energy-related franchise tax revenues are based on calendar year consumption.
- (11) **Fines, Forfeitures and Penalties** are projected to be under budget by \$0.13 million due to \$0.45 million in weakness in the collection of fines written by Environmental Control Officers (ECO) in Public Works, and \$0.32 million in higher consumer protection penalties by the District Attorney's Office. To date the collection rate for ECO citations written is only about 35 percent. The Department of Public Works is initiating delinquent revenue collection for fines not paid in a timely manner. Should this action result in additional collections, we will update this shortfall projection in the Nine-Month Report.
- (12) **Interest Income** is projected to be on budget at this time. If, however, the Fed continues to keep interest rates low through the remainder of the fiscal year this revenue may end the year under budget. We will provide an update in the Nine-Month Report.
- (13) **Social Service Subvention** revenues are projected to be \$5.72 million less than budget due to a \$5.38 million shortfall primarily related to reduced caseloads at the **Department of Human Services** in Foster Care Aid, IHSS Contracts (hours of service provided), and CalWorks Childcare. This revenue shortfall is more than offset by expenditure savings reported below (see Note #14, Department of Human Services on page 18). Additionally, the Juvenile Probation Department is projected to have a \$0.34 million shortfall in TANF and Peace Office Training funding.

- (14) **Health & Welfare Realignment** revenue is projected to be \$1.31 million more than budgeted due to stronger prior-year revenue growth allocations to the City & County than previously assumed.
- (15) **Motor Vehicle in Lieu (MVL-VLF)** revenues are projected to be \$56.00 million less than budget due to the State not backfilling local government for the reduction in the vehicle license fee (VLF). VLF also provides funding for Health & Welfare Realignment programs, and the State effectively made 'whole' Realignment by shifting MVL-VLF subvention revenues. A net shortfall of \$26.00 million is reflected here as the \$30.00 million State Revenue Loss Reserve is shown to offset part of the total MVL-VLF revenue loss.
- (16) **Other Grants & Subvention** revenue is projected to be \$7.81 million under budget due to two events: 1) \$3.79 million related to the State's deferral of SB 90 State Mandated Reimbursements for FY 2003-04, and 2) \$4.02 million of possible State audit disallowances of previously recognized revenue related to SB 90 claims for the Police Office Bill of Rights program. The POBAR claims audit is currently underway, and a status update will be provided in the Controller's Nine-Month Report.
- (17) **Service Charges – General Government** revenues are projected to be \$1.76 million less than budget due to the following:
- -\$1.44 million less in City Planning revenues primarily related to fee increases having not been realized, and
 - -\$0.32 million less in Police Service 10B Overhead Charges as the budget assumed a higher overhead rate than is actually being charged by the Police Department.
- (18) **Service Charges - Public Safety** revenue is projected to be \$0.30 million less than budget due to the following:
- -\$0.50 million less due to lower State Probation Board fees in the Sheriff's Department, and
 - +\$0.20 million better than budget due to slightly higher inspection permit revenues at the Fire Department.
- (19) **Service Charges – MediCal, Medicare, & Health Services** revenue is projected to be \$0.60 million better than budget due to higher EMS fee revenue than assumed in the budget.
- (20) **Recoveries** are projected \$6.34 million better than budget due to a \$3.96 million reimbursement for prior-year costs incurred by the General Fund for the Foster Care Program, a \$1.80 million reimbursement from FEMA for expenses incurred by the Public Health Department during the February 1998 storm, and \$0.58 million for recoveries from bond-funded capital projects related to Fire facilities.
- (21) **Transfers In – Airport**. The General Fund share of **concession revenue** at San Francisco International Airport is projected to be on budget at this time.
- (22) **Transfers In – Other Transfers**. Other Transfers In are projected to be on budget.

III. Uses of Funds, Chart D

	FY 2002-03	FY 2003-04							
	Actuals	Original Budget	Revised Budget*	6-Month Projection	Expenditure Savings/ (Shortfall)	Dept. Revenue Surplus / (Shortfall)	Net Surplus / (Shortfall)		
GENERAL FUND (in thousands)									
PUBLIC PROTECTION									
Adult Probation	9,267	8,863	8,895	8,895	-	-	-	(1)	
Medical Examiner	4,244	4,140	4,143	4,143	-	-	-	(1)	
Trial Courts	34,516	33,654	33,686	34,206	(520)	-	(520)	(2)	
District Attorney	22,389	21,139	21,167	22,332	(1,165)	315	(850)	(3)	
Emergency Communications	24,920	26,083	27,657	26,787	870	-	870	(4)	
Fire Department	204,974	195,194	196,299	199,699	(3,400)	1,379	(2,021)	(5)	
Juvenile Probation	25,420	24,743	25,682	25,682	-	(340)	(340)	(6)	
Public Defender	13,211	15,455	15,493	15,057	436	-	436	(7)	
Police Department	263,693	244,197	246,012	246,012	-	(320)	(320)	(8)	
Sheriff	96,850	92,099	93,079	94,680	(1,601)	(500)	(2,101)	(9)	
Total Public Protection	699,485	665,566	672,113	677,494	(5,381)	534	(4,847)		
PUBLIC WORKS, TRANSPORTATION & COMMERCE									
Clean Water	222	196	236	236	-	-	-	(1)	
Public Works	18,817	21,093	21,232	20,989	243	(1,400)	(1,157)	(10)	
Public Finance and Business Affairs	2,715	1,366	2,065	1,940	126	-	126	(11)	
Board of Appeals	418	455	457	457	-	-	-	(1)	
Telecommunications & Info. Services	1,090	1,211	1,522	1,407	115	-	115	(12)	
Total Public Works, etc.	23,263	24,322	25,513	25,029	484	(1,400)	(916)		
HUMAN WELFARE AND NEIGHBORHOOD DEVELOPMENT									
Aging and Adult Services	20,561	21,542	22,514	22,219	295	(385)	(90)	(13)	
Children, Youth & Their Families	8,256	8,360	8,933	8,933	-	-	-	(1)	
Human Services	444,792	451,920	460,068	446,173	13,895	(4,074)	9,821	(14)	
Environment	212	454	498	454	45	-	45	(15)	
Human Rights Commission	1,825	1,572	1,573	1,535	39	-	39	(16)	
Comm. on the Status of Women	2,268	2,415	2,562	2,562	-	-	-	(1)	
Total Human Welfare, etc.	477,914	486,264	496,148	481,874	14,274	(4,459)	9,814		
COMMUNITY HEALTH									
Public Health	404,529	426,576	437,825	438,102	(277)	-	(277)	(17)	
Total Community Health	404,529	426,576	437,825	438,102	(277)	-	(277)		

* Revised Budget includes approved supplemental appropriations, transfers and carryforwards of prior year encumbrances.

III. Uses of Funds, Chart D (continued)

	FY 2002-03	FY 2003-04							
	Actuals	Original Budget	Revised Budget*	6-Month Projection	Expenditure Savings / (Shortfall)	Dept. Revenue Surplus / (Shortfall)	Net Surplus / (Shortfall)		
GENERAL FUND (in thousands)									
CULTURE AND RECREATION									
Asian Art Museum	5,080	6,006	6,011	5,753	258	(50)	208	(18)	
Arts Commission	949	766	780	680	100	(100)	-	(19)	
Convention Facilities	218	-	202	202	-	-	-	(1)	
Fine Arts Museum	4,330	4,515	4,515	4,390	125	(125)	-	(20)	
Law Library	495	513	529	-	-	-	-	(1)	
Recreation and Park	53,964	49,917	50,517	50,517	-	-	-	(1)	
Academy of Sciences	1,940	1,849	1,888	1,849	(39)	-	(39)	(21)	
County Educational Office	69	68	68	68	-	-	-	(1)	
Total Culture, etc.	67,044	63,635	64,473	64,029	444	(274)	169		
GENERAL ADMINISTRATION & FINANCE									
Administration Services	16,106	29,040	28,955	28,450	505	(406)	100	(22)	
Assessor/Recorder	9,040	8,512	8,710	8,360	350	-	350	(23)	
Board of Supervisors	8,400	8,570	8,875	8,842	33	-	33	(24)	
City Attorney	5,472	5,013	5,443	5,443	-	-	-	(1)	
Controller	18,178	19,161	21,835	21,587	248	-	248	(25)	
City Planning	12,075	11,431	11,462	10,945	517	(1,436)	(919)	(26)	
Civil Service	675	524	584	584	-	-	-	(1)	
Ethics Commission	731	750	752	752	-	-	-	(1)	
Human Resources	14,385	13,711	14,706	14,706	-	-	-	(27)	
Mayor	20,380	5,574	7,270	7,122	148	-	148	(28)	
Elections	7,392	13,444	16,737	16,737	-	-	-	(29)	
Treasurer/Tax Collector	17,401	17,792	18,416	18,362	54	(4)	50	(30)	
General City Responsibility	52,137	45,088	54,187	55,187	(1,000)	-	(1,000)	(31)	
Total General Admin.	182,372	178,610	197,933	197,078	855	(1,845)	(931)		
TOTAL GENERAL FUND EXPS.	1,854,606	1,844,972	1,894,003	1,883,605	10,398	(7,445)	2,953		
TRANSFERS OUT OF GENERAL FUND:									
Contribution to MUNI	100,792	95,415	95,415	95,850	(435)	-	-	(32)	
Contribution to SFGH	78,016	80,811	80,811	79,247	1,564	-	-	(33)	
Contribution to LHH	32,477	31,294	31,294	30,739	555	-	-	(34)	
Contribution to Library	28,764	29,481	29,481	30,362	(881)	-	-	(35)	
Contribution to Parking and Traffic	36,341	33,608	33,608	34,320	(712)	-	-	(36)	
Other Transfers	20,124	4,580	4,580	4,580	-	-	-		
TOTAL TRANSFERS OUT	296,513	275,189	275,189	275,097	91	-	-		
Projects, Capital & Facilities Maintenance Reserves	94,443	86,171	124,750	124,750	-	-	-		
TOTAL PROJECTS & RESERVES	94,443	13,412	13,412	13,412	-	-	-		
TOTAL GENERAL FUND USES	2,245,562	2,219,743	2,307,354	2,296,864	10,489	(7,445)	2,953		

* Revised Budget includes approved supplemental appropriations, transfers and carryforwards of prior year encumbrances.

Notes to Uses of Funds Schedule:

- (1) Based on current spending patterns, these departments are projected to end the year on budget and have no departmental revenue shortfalls.
- (2) The **Trial Courts** is projected to end the year \$0.52 million over budget. The department is projected to have overspending related to Indigent Defense costs of approximately \$0.60 million and salary savings of \$0.08 million, for a net shortfall of \$0.52 million. Additionally, the Trial Court has a \$3.60 million reserve pending Board release related to Indigent Defense, which is assumed released for projection purposes.
- (3) The **District Attorney** is projected to go \$1.17 million over its appropriation budget. This is due to a \$0.80 million projected over-expenditure in their work order with Police, \$0.18 million in salary over-expenditure, a shortfall of \$0.32 million in State grant funding (which will mean a like amount of additional General Fund costs that were previously assumed covered by grant funding), and \$0.13 million in other work order savings. The work order with Police relates to court overtime costs. During FY 2002-03, the Police Department billed \$2.80 million in costs related to court overtime; however, for FY 2003-04 only \$2.00 million was budgeted by the District Attorney. The department is projected to have surplus revenue related to consumer protection fines \$0.32 million, for a net departmental shortfall of \$0.85 million. The department would need to have the Board approve a supplemental appropriation if it is proposing to use the projected \$0.32 million in revenue to cover a portion of its projected over-expenditure. The department is working with the Mayor's Office on a spending plan to reduce the projected shortfall.
- (4) The **Emergency Communications** is projected to have a surplus of \$0.87 million due to salary savings.
- (5) The **Fire Department** is projected to end the year \$3.40 million over its appropriation budget. The principal factors include over expenditure in personnel costs, mainly overtime, energy costs and information service costs. On the revenue side, the department is projected to generate an additional \$1.38 million in EMS and permit revenue and recoveries, for a net departmental shortfall of \$2.02 million. The department is working with the Mayor's Office on a plan to cover the projected shortfall. Additionally, the department would also need to have the Board approve a supplemental appropriation if it is proposing to use the projected \$1.38 million in revenue to cover a portion of its projected over-expenditure. Finally, the Fire Department has a \$1.54 million reserve pending Board release related to training costs, which is assumed released for projection purposes.

- (6) The **Juvenile Probation** department is projected to be within its appropriation budget by year-end after assuming the complete implementation of its savings plan. This department's plan is principally comprised of staff reductions of six positions (including 1844 Sr. Mgmt. Asst., 1840 Jr. Mgmt. Asst., 1932 Asst. Storekeeper, two 1426 Sr. Clerk Typists, and a 7524 Institutional Utility Worker), a 4 percent reduction to most Community Based Organization (CBO) contracts, and increased work order billings. Layoff notices were issued January 5, 2004 for a March 4, 2004 effective date. Additionally, the department is working toward bridging its departmental revenue shortfall by deferring maintenance expenditures and limiting overtime costs.
- (7) The **Public Defender** is projected to have \$0.44 million in savings due to hiring delays. The department hired additional staff in October 2003 and again January 2004, so given the mid-year hiring, salary savings are projected. The FY 2003-04 budget included a number of new positions for the department, including 9 paralegals, 2 investigators, 6 attorneys and one information technology position.
- (8) The **Police** department is projected to end the year within its appropriation budget assuming the complete implementation of their savings plan. Absent their savings plan, the department would show a projected over expenditure of \$1.90 million due to workers' compensation and sick pay costs for uniformed personnel. The department has outlined a savings plan that includes a hiring freeze since the start of the fiscal year, cancellation of equipment purchases, cancellation of promotional examinations, increased billings to work orders and billings to special revenue funds. Additionally, the Police 10B Administrative Overhead Fee Recovery revenues are projected to be \$0.32 million short because of an overhead rate that was recalculated by the department after the budget had passed. The budget had assumed an overhead rate of 25.71 percent; however, the rate was recalculated by the department and subsequently billed out at 14.7 percent.
- (9) The **Sheriff** is projected to end the year \$1.60 million over its budget. The department also has a projected revenue shortfall of \$0.50 million, for a gross shortfall of \$2.10 million. The department is working with the Mayor's Office to structure a savings plan to bridge the shortfall.
- (10) The **Department of Public Works** is projected to end the year with a savings of \$0.24 million. However, the department has a projected revenue shortfall of \$1.40 million, for a net shortfall of \$1.16 million. The department is working with the Mayor's Office to develop a plan to bridge its revenue shortfall.
- (11) The **Public Finance and Business Affairs** department is projected to end the year \$0.13 million under budget by using Bond issuance proceeds to offset salaries deficit.
- (12) The **Telecommunications and Information Services** department is projected to end the year \$0.12 million under the budget due to salary and fringe benefit savings.
- (13) The **Aging and Adult Services** department is projected to be \$0.30 million under its budget due to salary savings. However, the department's parking tax allocation is also projected to be \$0.39 million short, for a net departmental shortfall of \$0.09 million.

- (14) The **Human Services** department is projected to end the year with \$13.90 million in savings. As noted above in the Sources of Funds (Note # 13, Social Services Subventions, page 12), the Department's revenues are also projected to be off \$4.07 million. The net result is that the Department is providing \$9.82 million in savings to the General Fund.
- (15) The **Environment** department is projected to end the year \$0.05 million under budget due to salary and fringe benefit savings.
- (16) The **Human Rights Commission** is projected to end the year \$0.04 million under budget due to annual capital project savings.
- (17) The **Department of Public Health** is projected to end the year with an appropriation shortfall of \$0.28 million in the non-hospital portions of the department. However, across all funds, including SF General Hospital and Laguna Honda Hospital, the department will end the year with a net surplus of \$1.84 million accruing to the General Fund.

Total expenditures are projected to exceed appropriations by \$7.12 million, whereas total revenues are projected to exceed budget by \$8.96 million, yielding a net surplus of \$1.84 million. A supplemental appropriation, funded by departmental revenues, may be required to adjust appropriations to projected spending. See also Notes #33 and #34 below regarding the Contribution Transfers to San Francisco General Hospital and Laguna Honda Hospital.

PUBLIC HEALTH	SOURCES			USES			Department
	Revised Budget	Projected	Surplus/ (Shortfall)	Revised Budget	Projected	Savings / (Shortfall)	Savings / (Shortfall)
Thousands \$							
S.F. General Hospital	\$ 502,324	\$ 510,042	\$ 7,718	\$ 502,324	\$ 508,478	\$ (6,154)	\$ 1,564
Laguna Honda Hospital	148,096	149,335	1,239	148,096	148,780	(684)	555
Primary Care	45,830	45,830	0	45,830	46,253	(423)	(423)
Health at Home	4,586	4,586	0	4,586	4,951	(365)	(365)
Jail Health	22,207	22,207	0	22,207	24,758	(2,551)	(2,551)
Public Health	91,151	91,151	0	91,151	89,158	1,993	1,993
Mental Health	170,304	170,304	0	170,304	169,988	316	316
Substance Abuse	64,610	64,610	0	64,610	63,857	753	753
Department Total - All Funds	\$1,049,108	\$1,058,065	\$ 8,957	\$ 1,049,108	\$1,056,223	\$ (7,115)	\$ 1,842

- (18) The **Asian Art Museum** is projected to be under its budget by \$0.26 million. However, the hotel room tax allocation is also projected to be \$0.05 million less than budget, resulting in a net departmental surplus of \$0.21 million.
- (19) The **Arts Commission** is projected to be under its budget by \$0.10 million offset by a like amount of revenue shortfall related to the hotel room tax allocation.
- (20) The **Fine Arts Museum** is projected to be under its budget by \$0.13 million offset by a like amount of revenue shortfall related to the hotel room tax allocation.
- (21) The **Academy of Sciences** is projected to end the year with \$0.04 million over budget due to overspending in salaries and information services. We are awaiting a plan to correct this.

- (22) The **Administration Services** department is projected to be under its budget by \$0.51 million. Additionally, the department is projected to have a revenue shortfall of \$0.41 million due to weakness in hotel room tax revenues. The net result is a surplus of \$0.10 million for the department overall.
- (23) The **Assessor/Recorder** is projected to end the year with a saving of \$0.35 million on salaries and benefits.
- (24) The **Board of Supervisors** is projected to be under budget by \$0.03 million due to systems project savings.
- (25) The **Controller** is projected to end the year with a surplus of \$0.25 million in salary savings.
- (26) The **City Planning** department is projected to have forced savings of \$0.52 million, assuming the \$1.38 million of Board reserves pertaining to salary appropriation is released. Additionally, the department is projected to be \$1.44 million short on revenue, for a net departmental shortfall of \$0.92 million. The \$1.38 million was put on reserve pending proposed fee changes, which the department had assumed in their budget. To date the department has not brought before the Board any proposed fee package. Given this delay in fee legislation, the Controller's Office has instituted a freeze on \$0.52 million in unencumbered professional services appropriation and other operating expenses. This will prove to be difficult for department operations. Therefore, with a net shortfall of \$0.92 million, the department must immediately consider layoff notices and/or fee legislation. We will provide details in the Controller's Nine-Month Report outlining the steps the department is taking to come into balance.
- (27) The **Human Resources** is projected to be on budget by year-end.
- (28) The **Mayor** is projected to end the year \$0.15 million under budget due to salary savings.
- (29) The **Department of Elections** is projected to end on budget. Currently, a supplemental appropriation is pending before the Board related to the December run-off election; however, this pending supplemental does not appear to be needed given the department's experience to date, including lower than originally anticipated ballot card, canvassing and voter information pamphlet costs.
- (30) The **Treasurer/Tax Collector** is projected to end the year with a surplus of \$0.05 million in salary savings.
- (31) **General City Responsibility** is projected to be \$1.00 million over budget due to a lower projected work order recovery from the Port. A total recovery of \$2.00 million was assumed in the budget. Based on recent actual levels for the last two fiscal years, only a \$1.00 million recovery is expected this year.

- (32) Pursuant to the Baseline Requirements, outlined on page 5, the **Transfer Out – Contribution to MUNI** is projected to be \$0.44 million greater than budgeted. The amount of the transfer out is dependent upon aggregate city discretionary revenue.
- (33) The **Transfer Out – Contribution to SFGH** is projected to be \$1.56 million less than budget due to a net surplus in the San Francisco General Hospital's budget. See also Note #17 above – Department of Public Health.
- (34) The **Transfer Out – Contribution to LHH** is projected to be \$0.56 less than budget due to a net surplus in Laguna Honda Hospital's budget. See also Note #17 above – Department of Public Health.
- (35) Pursuant to the Baseline Requirements, outlined on page 5, the **Transfer Out – Contribution to the Library** is projected to be \$0.88 million more than originally budgeted. The amount of the transfer out is dependent upon aggregate city discretionary revenue and State Library Funding.
- (36) Pursuant to the Baseline Requirements, outlined on page 5, the **Transfer Out – Contribution to Parking & Traffic** is projected to be \$0.71 million more than originally budgeted. The amount of the transfer out is dependent upon aggregate city discretionary revenue.

Workers' Compensation Summary

Overall, the City's workers' compensation costs are projected to be 14.2 percent greater in FY 2003-04 than the FY 2002-03 actuals. This is in contrast to 4.3 percent growth in FY 2002-03 and 6.2 percent growth in FY 2001-02. The increase is mainly due to medical cost inflation. The estimates are based on six-month actuals as well as prior year spending patterns.

Departments with workers' compensation deficits are projected, at this time, to be able to absorb these increases within their existing appropriation budget.

Chart E: Worker's Compensation Summary
(in thousands)

	FY 2002-03	FY 2003-04				
Fund/Service Area	Actual	Original Budget	Revised Budget	6-Month Actual	Current Projection	Surplus/ (Deficit)
<u>GENERAL FUND</u>						
Public Protection						
Fire Department	\$7445	\$8,229	\$8,229	\$4,052	\$8,008	221
Police Department	8,136	8,138	8,138	5,028	9,619	(\$1481)
Sheriff	1,699	2,362	2,362	943	1,787	575
Juvenile	973	943	943	811	1,475	(\$532)
Other GF Departments	575	520	520	345	672	(\$152)
Public Works, Transportation & Commerce						
Public Finance and Business Affairs	3	3	3	0	1	2
Human Welfare and Neighborhood Development						
Aging & Adult Services	133	224	224	87	159	65
Human Services	1,831	1,800	1,800	881	1,844	(\$44)
Other GF Departments	39	-	-	36	72	(\$72)
Community Health						
Public Health	1,257	1,541	1,541	973	1,788	(\$247)
Culture & Recreation						
Asian Art Museum	12	7	7	6	13	(\$6)
Convention Facilities	0.03	-	-	0	0	(\$0)
Fine Arts Museum	75	112	112	31	59	53
Recreation & Park	2,311	2,384	2,384	1,404	2,624	(\$240)
Other GF Departments	137	-	-	73	128	(\$128)
General Administration & Finance						
Assessor/Recorder	244	279	279	115	232	47
City Attorney	131	164	164	79	147	17
Human Resources	377	873	873	18	35	838
Treasurer/Tax Collector	150	165	165	71	141	24
Other GF Departments	305	105	105	553	1,018	(\$913)
Subtotal General Fund (GF)	25,834	27,849	27,849	15,507	29,822	(1,973)
<u>GENERAL FUND SUBSIDIZED</u>						
Community Health						
SF General Hospital	4,979	4,316	4,316	2,917	5,794	(1,478)
Laguna Honda Hospital	3,154	3,203	3,203	1,657	3,185	18
Subtotal General Fund Subsidized	8,133	7,519	7,519	4,574	8,979	(1,460)
Subtotal General Fund & Subsidized	\$33,968	\$35,369	\$35,369	\$20,081	\$38,801	(\$3,433)

Energy – Natural Gas

Natural gas prices spiked in the first half of the fiscal year, in part pushed up by cold weather in the East. This adversely impacts a number of departments who are larger users of natural gas, including General Fund Supported departments like Public Health and the City Museums. The expenditure projections in Section III, Chart D reflect the impact for various General Fund Supported departments. Unless commodity prices drop appreciably in the second half of FY 2003-04, overall General Fund Supported departments are projected to be \$1.53 million (or 33 percent) over budgeted levels.

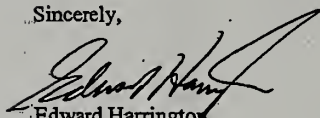
IV. CONCLUSION

Funds available appear to be nearly sufficient to carry the City through the remainder of the fiscal year and result in a projected year-end fund balance of (\$1.26) million – a shortfall that must be balanced to zero by year-end. Additionally, two key areas of uncertainty are still present: 1) the State Budget crisis, and 2) the continued possibility of a lagging recovery.

We have also outlined the projected impact of key uncertainties and our assumption that the beginning of a recovery must take hold in the second half for FY 2003-04 for these revenue projections to hold true. Additionally, it is critical that departments adhere to current savings plans in order to achieve projected operating savings.

My staff and I are available to respond to any comments or questions you may have at this time. We will update all current year projections during the upcoming Nine-Month Report, which will be released in late-April.

Sincerely,



Edward Harrington
Controller

Attachments: Appendix A: Status of Supplemental Appropriations
Appendix B: Status of General Fund Board Reserves

CC: Department Heads
Ben Rosenfield, Mayor's Budget Office
Harvey Rose, Budget Analyst

**APPENDIX A: Status of Supplemental Appropriations
FY 2003-04
As of January 31, 2004**

<u>Approved Supplementals</u>	<u>APPROVED CHANGES</u>	<u>PENDING / POTENTIAL CHANGES</u>
Art Commission - Municipal Symphony Funding	\$ 23,273	
Elections - October 2003 Recall Election	3,232,983	
Recreation & Park - Loss of Parking Revenue in GGP	700,000	
Human Services - CalWorks, Medi-Cal, IHSS and Foster Care	2,399,795	
Total Changes Approved	<u>\$ 6,356,051</u>	
Total Changes Approved, Where General Reserve Was Used	\$ 3,582,983	
 <u>Supplementals Pending at the Board</u>		
Elections - December Run-Off		\$ 2,016,330
 <u>Supplementals Pending in the Mayor's Office</u>		
		\$ -
Total Supplementals Pending - General Fund Only		<u>\$ 2,016,330</u>

APPENDIX A: Status of Supplemental Appropriations (continued)
FY 2003-04
As of January 31, 2004

NON-GENERAL FUND SUPPLEMENTALS	APPROVED CHANGES	PENDING / POTENTIAL CHANGES
Approved Supplementals		
Brannan St. Wharf and Pier 30-32 Cruise Terminal Project	\$ 29,700,000	
Department of Public Works - Land Sale/Lease Octavia Blvd.	14,010,630	
Unified School District - Appropriation of Bond Proceeds	29,480,000	
Dept of Human Services - Zygmunt Arendt Fund	3,800,000	
Total Changes Approved	\$ 76,990,630	
Supplementals Pending at the Board		
Court - Courthouse Construction Fund		\$ 1,782,000
Community College District - Education Facilities Bond		4,400,000
Laguna Honda Replacement Program		211,539,481
Supplementals Pending in the Mayor's Office		
PUC - Irrigation and Mitigation of the Sunol Golf Course		2,500,000
PUC - EBMUD, PEIR, CIP Continuation		16,719,301
PUC - Capital Improvement Program (WIP)		7,000,000
PUC - Electrical Reliability Power Project		2,666,667
Total Supplementals Pending - Non-General Fund Only		\$ 246,607,449

APPENDIX B: Status of Board Reserves
As of January 31, 2004

GENERAL FUND RESERVES	BEGINNING BALANCE	CHANGES As of 1/31/2004	REMAINING BALANCE
City Planning Commission			
Salaries (pending approval of revenues)	\$ 1,375,000	\$ -	\$ 1,375,000
Trial Courts			
Conflict Council (6 Months of Contract)	3,597,426	-	3,597,426
Emergency Communications Department			
False Alarm Salaries (6 Month Pending Program Operation)	48,959	24,480	24,479
Elections			
Sheriff's Security Services	135,000	-	135,000
Fire			
Training	3,903,139	2,360,000	1,543,139
TOTAL GENERAL FUND	<u>\$ 9,059,524</u>	<u>\$ 2,384,480</u>	<u>\$ 6,675,044</u>
NON-GENERAL FUND RESERVES	BEGINNING BALANCE	CHANGES As of 1/31/2004	REMAINING BALANCE
Children, Youth and Their Families			
Community Based Organization	\$ 37,500	\$ -	\$ 37,500
Department Building Inspection			
Salaries	269,281	-	269,281
PUC - Hetch Hetchy			
Power for Resale Budget to Supplement Hetch Hetchy Generation (10%)	4,392,200	-	4,392,200
Port Commission			
Environmental Justice	412,549	-	412,549
TOTAL NON-GENERAL FUND	<u>\$ 5,111,530</u>	<u>\$ -</u>	<u>\$ 5,111,530</u>
TOTAL BOARD RESERVES	<u>\$ 14,171,054</u>	<u>\$ 2,384,480</u>	<u>\$ 11,786,574</u>

DRAFT

Budget and Policy Committee
Elections Commission
February 18, 2004

DOCUMENTS DEPT.

SEP 28 2007

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER: Acting Chair, Vice President Michael Mendelson called the meeting to order at 5:35 pm.

ROLL CALL: Present were Vice President Mendelson, President Alix Rosenthal and Director John Arntz. Commissioner Winnicker joined the meeting at 5:37 pm.

Discussion and possible action to recommend approval of the proposed Budget for the Department of Elections for Fiscal Year 2004-05, to the full Elections Commission. Commissioner Mendelson reviewed the background for the budget being considered. He said that the budget total of \$9.2M is less than the rate of inflation, and that when compared to previous budgets covering years in which the same number of elections was conducted, the amount was "very good as a first number." The Commissioner read into the record the following from the Controller's Office's letter to the Mayor and Board of Supervisors regarding the FY 2003-04 Six-Month Budget Status Report: "The department of Elections is projected to end on budget. Currently, a supplemental appropriation is pending before the Board related to the December run-off election; however, this pending supplemental does not appear to be needed given the department's experience to date, including lower than originally anticipated ballot card, canvassing and voter information pamphlet costs." Mr. Mendelson stated that Director Arntz is one of a few directors to have a record of zero supplemental budget requests, because his final budget submittals have been on target.

The Commissioner reminded the Committee that the budget being discussed today is tentative. The actual budget will be submitted in June 2004. Some comparisons of various costs in the years 2001, 02, 03 were briefly mentioned. For example, the ballot costs for 2002-03 were \$1.1M and the current budget calls for \$1.1M; Sheriff's Services for 2002-03 were \$183,000 and the current budget calls for \$120,000; and temporary agency expenses for 2002-03 were \$10,000 and remain the same for the current budget.

Commissioner Winnicker commented that his review of the proposed budget and the annual report for last year drew the same conclusion as that offered by Commissioner Mendelson.

Commissioner Rosenthal asked if the implementation of Ranked Choice Voting (RCV) in November would lower expenses. Director Arntz answered that run off

budgets have never been a part of the DoE's baseline budget. Therefore, the implementation of RCV has no effect on that budget.

The Director stated that \$775,000 was on reserve with the Board of Supervisors to be used for RCV outreach.

Commissioner Rosenthal commented on the \$15,000 expense for ballot pens. Director Arntz replied that these were pens with a special carbon formula that is necessary for the eagle machines to read the ballots. These pens can only be obtained through Elections Systems and Software (ES&S), which is the Department's vendor for its elections equipment. ES&S will not guarantee that pens from another source will work effectively with the equipment.

Commissioner Mendelson asked if it was the sense of the Committee to recommend the \$9.2M proposed baseline budget to the full Commission. The Commissioners agreed to recommend approval.

Public Comment. *Richard Mathews* stated that it was his understanding that the DoE was to vacate Pier 29 in the near future. Director Arntz answered that the time line for that move keeps changing and the DoE has not yet been notified of an exact date to vacate. He said that currently, the date of January 2004 is the target.

Mr. Mathews complimented the Director for bringing the temporary salaries of the Department in line.

ADJOURNMENT at 5:54 pm .

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**MICHAEL MENDELSON, CHAIR
ROBERT KENEALEY
GERARD GLEASON**

City and County of San Francisco

AGENDA

June 15, 2004
4:00 P.M.
City Hall, Room 421
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

OCT - 2 2007

Order of Business:

**SAN FRANCISCO
PUBLIC LIBRARY**

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to pass operating procedures for the Budget and Policy Committee.
4. Discussion and possible action to urge the Ballot Simplification Committee (BSC) to approve all Ranked Choice Voting (RCV) language used in the voting instructions and tallying information that will appear in the Voter's Information Pamphlet (VIP).
5. Discussion and possible action to recommend to the State an amendment to the California Elections Code to eliminate the pre-election newspaper notice of poll workers and polling places and require posting this information on the Elections Department website instead.
6. Discussion and possible action to approve a Statement of Incompatible Activities for the Department of Elections and the Elections Commission. San Francisco Campaign and Governmental Conduct Code section 3.218 requires that each department and commission adopt a Statement of Incompatible Activities, to provide guidance to officers and employees about what types of activities are incompatible with their official City duties.
7. Public comments on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

Budget and Policy Committee Operating Procedures

1. Any Commissioner has the absolute right to place any item on the Commission agenda notwithstanding any action taken by the Committee on that item no mater the Committee action.
2. In determining whether an item is appropriate for placement on the Commission agenda, the Committee shall consider the following:
 - a) whether the item falls within the Commissions jurisdiction is defined by the City Charter and the Commission bylaws
 - b) if the item falls within the Commission's jurisdiction, is it sufficiently important to warrant full Committee review and placement on the Commission agenda
 1. In determining if the item is sufficiently important for agenda placement, the Commission shall take into account whether the item is within the Commission's primary policy jurisdiction, a recommendation to another agency, whether the Commission's devotion of time to the items out weighs item's importance or any other criteria the Commission may use to determine placement of the item on the agenda.
 - c) the determination of whether an item is appropriate for Commission agenda placement shall require two (2) votes.
 - d) item discussion shall require a motion; however, no second is necessary
 - e) after discussion, the item receives the necessary two(2) votes, the item shall be considered a duly seconded motion requiring no second before the Commission and the Commission Secretary shall be instructed to place the item on the Commission agenda.
3. When the Committee approved item, is called by the President, the Committee Chair shall report out the Committee's findings on the item.

**[Ballot Simplification Committee Review of Voter Pamphlet Materials
Explaining Ranked-Choice Voting.]**

WHEREAS, San Francisco Elections Code, Article VI, section 600 establishes the Ballot Simplification Committee; and,

WHEREAS, The Committee is comprised of members nominated for some experience and expertise in reading and written communication; and,

WHEREAS, The Committee prepares a summary of each local ballot measure for publication in the Voter Information Pamphlet; and

WHEREAS, The Committee also assists the Director of Elections by preparing or reviewing additional materials for publication in the Voter Information Pamphlet that summarize or simplify information about the elections process and the rights of voters; and

WHEREAS, Ranked-Choice Voting may be used for the first time in the City & County of San Francisco in the November 2, 2004 election; and,

WHEREAS, Clear and concise voting instructions and general information about Ranked-Choice Voting is of the utmost importance to voters, promoting understanding and participation in the new voting method; now, therefore be it

RESOLVED, That the Elections Commission of the City and County of San Francisco, as part of a series of actions to continue and foster voter education for county elections, urges the Director of Elections to have the Ballot Simplification Committee review all voting instructions and informational material about Ranked-Choice Voting that will be included in the Voter Information Pamphlet.

COMMISSIONERS:

Below is the report of the previous discussion of this item at the June 2, 2004 meeting for your review:

Discussion and possible action to charge the Ballot Simplification Committee (BSC) with approving all Ranked Choice Voting (RCV) language used in the voting instructions and tallying information that will appear in the Voter's Information Pamphlet (VIP). Commissioner Mendelson asked the Deputy City Attorney if the powers and duties of the BSC were spelled out in the Municipal Elections Code. Deputy City Attorney Moll said that this is true. She explained that the BSC assists the Director in preparing certain materials that must be included in the Voter Pamphlet under the Code. Ms. Moll said that the Director has the discretion to include additional materials if the Director feels it would be helpful to voters, and the Director can ask the BSC to assist in preparing or reviewing those materials. She said that the word "charge" which was used in the description of this agenda item was not the word used in the actual resolution.

Commissioner Gleason said that he had discussed this item with the Director and that he understands that the Commission cannot "charge" the BSC. The Commissioner gave a brief history of why the BSC was created and examples of work the BSC has accomplished. Mr. Gleason explained that one of the main reasons for the Committee's creation was the voter's digest and the writing of the explanation of what a "yes" or "no" vote actually means regarding a ballot initiative. He said that the BSC words difficult measures so that any voter, with an eighth grade reading level, can understand them. He said that the Committee, under the direction of Mr. Arntz, could be of great assistance to the DoE. The BSC is a neutral body that works with public input, and the Department and City Attorney also work with the language before it is actually made available to voters.

Commissioner Mendelson asked Commissioner Gleason what he wants the Commission to do regarding this item. Commissioner Gleason said that he would like to give an indication to the DoE that the Commission thinks that the language that goes in the Voter Information Pamphlet (VIP), which is one of the major pieces of information the voter receives, is approved by people who understand communication with the public. He said that this is not a "directive" or a "charging" but just a suggestion from the Commission to the Director. Mr. Gleason said he would like a

member of the Ballot Simplification Committee to be in attendance to give the BSC's point of view before the Commission votes.

Commissioner Mendelson said that he did not agree with the wording of the resolution and felt it should be more in line with the Code's description of the BSC in that the Director is the one to assign tasks to the BSC and that the Commission should not be involved with the day-to-day operation of the DoE. Commissioner Mendelson MOVED that this item be taken to the Commission's single standing committee for full discussion.

Commissioner Trasviña asked the Director how he feels about the item under discussion and asked if there was a particular reason that the BSC was being asked to review the VIP and not all the other materials that the DoE prepares for voter information. Director Arntz stated that currently there is no quorum at the BSC. He said that he understands the need for public comment on anything of import regarding elections. His concern, however, is timing. The BSC is not supposed to meet until July 26, 2004, and by July 15, the Department wants to have the standard pages of the VIP completed and available for all of the ballot types. He suggested that a review of the information in the VIP happen prior to July 15 and said that waiting until August to put major components in the VIP would be difficult because the DoE has to be involved in many other aspects of the upcoming election at that time. Mr. Arntz said that he feels that the Department can make good explanations of the written materials with its feed back from the Commission and the public and is responsive to that feed back.

Commissioner Winnicker said that he supports the premise of the resolution and after hearing all the comments, wants to MOVE the item to the Budget and Policy Committee and include a member of the BSC in the review of the materials in an informal way before July 15. The Commissioner reminded the members that it had sent a letter to all the appointing authorities of the BSC asking that appointments be made expeditiously. Mr. Winnicker asked the Commission Secretary to send a reminder to the appointing authorities.

Commissioner Trasviña asked if the Deputy City Attorney agreed that the Commission can do this. Ms. Moll said that if the Commission wants to recommend to the Director that the BSC be involved, minor modifications in the language of the resolution should be made and that, then, the resolution would be consistent with the powers of the Director and the BSC under the Charter and Municipal Elections Code.

President Townsend said that the wording should be to “urge” the Director to ask the BSC for assistance. He asked Ms. Moll to compose new language that she felt appropriate for the resolution and then work with the Budget and Policy Committee to bring this back to the full Commission. This was added to the motion. SECONDED by Commissioner Safire.

Public Comment – *Jay Martin* said that the idea of involving the BSC and the public was a good one and that all concerned be made aware of the July 15 deadline.

MOTION to refer the item to committee CARRIED.

*Report w/b
to recommend
passage to.*

Subject Incompatible Activities Reminder

This is another reminder that each City department, board and commission must submit a statement of incompatible activities to the Ethics Commission no later than August 1, 2004.

Following is a January 5, 2004 memorandum that was previously sent to all department heads to alert them of this requirement. The memorandum contains a model incompatible activities statement.



incompatible acts - memo to dept heads 1.04.

The Ethics Commission has adopted regulations to implement section 3.218 of the San Francisco Campaign and Governmental Conduct Code related to incompatible activities, which became effective on



May 10, 2004. incompatible activities - referral to BoS 3.04.

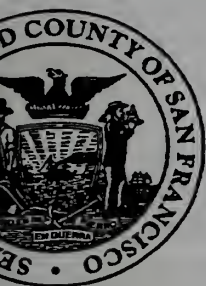
The regulations address (1) the process for approval of departmental statements; (2) the requirements for notice; and (3) the requirement of providing an opportunity to contest a statement's designation of an activity as incompatible. Please note the following requirements under the regulations:

- initial statements must be submitted no later than August 1, 2004;
- statements must be submitted in written and electronic form;
- each department, commission, board or agency must submit a list of unions that represent the officers and employees affected by the proposed statement; and
- the department, commission, board or agency may provide any supporting materials that it believes would assist the Ethics Commission in evaluating the statement,
- Boards and commissions whose members must be appointed in whole or in part to represent any profession, trade, business, union or association may request permission from the Commission to exclude any of the language required by section 3.218(c). Such requests must be made at the time board or commission submits its statement and must set forth specific reasons why the exclusion is necessary.

The Ethics Commission encourages City departments, boards, commissions and agencies to include the unions that represent their officers and employees in the process of drafting and amending the statements of incompatible activities before submitting the statement or amendment to the Ethics Commission. The Ethics Commission will, at a public meeting, finally approve a statement of incompatible activities and any amendment thereto.

If you have questions, please contact the Ethics Commission by return email or telephone 581-2300.

Thank you.



ETHICS COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

PLANTHOLD
CHAIRPERSON

L. L. GARCIA
CHAIRPERSON

LE ANGLADE
COMMISSIONER

JOE LYNN
COMMISSIONER

N. Q. MCCOY
COMMISSIONER

ENIA E. VIDA
VE DIRECTOR

Date: January 5, 2004

To: All Department Heads

From: Ginny Vida
Executive Director

Re: Statements of Incompatible Activities

In November 2003, the voters of San Francisco adopted Proposition E, which revised and updated the City's conflict of interest laws. Proposition E took effect on **December 5, 2003**. Among the significant changes that Proposition E made was to require all City departments, boards, and commissions to develop statements identifying "incompatible activities." The new provisions on incompatible activities may be found at Campaign and Governmental Conduct Code section 3.218, a copy of which is attached to this memorandum.

The purpose of this memorandum is to alert you to the new incompatible activities provision and to explain its purpose. Most significantly, the new provision includes a requirement that each department, board and commission submit its incompatible activities statement to the Ethics Commission by **August 1, 2004**.

Background

Section 3.218 implements a provision of State law – Government Code section 1126 – which prohibits local employees from engaging in activities that are "incompatible" with their City duties. Courts have held that section 1126 is not "self-executing" and that a local government must give notice to officers and employees of the types of activities that are deemed incompatible with their duties. New section 3.218 requires departments, boards and commissions to develop a statement identifying the activities that are incompatible with particular positions.

State agencies are subject to a similar provision, and many state agencies have adopted statements of incompatible activities. If you are aware of a State entity that performs a function similar to that of your department, board or commission, you might consider contacting the agency for a copy of its policy to assist you in developing your own. In addition, the County of San Diego has required all of its departments to adopt such statements. If you wish to review the incompatible activities statement of a similar department in San Diego, you can access these statements on line at

6.1

www.co.san-diego.ca.us/cob/incompatible_activities/index.html. (Please bear in mind that the San Diego statements address some requirements not found in San Francisco's law, such as a requirement that employees file written disclosure of their outside activities.) Finally, attached to this memorandum is a draft model statement of incompatible activities, which you may tailor to the needs of your department, board, or commission. The Ethics Commission staff is available to assist you as you develop your statements.

Requirements

Section 3.218 requires that each statement of incompatible activities list those outside activities that are inconsistent, incompatible, or in conflict with the duties of the officers or employees in the relevant department, board or commission. The list must include certain items, but may include additional items relevant to a particular department, board or commission. The following items must be included in the statement:

- limits on the use of City time, facilities, equipment and supplies or the badge, uniform, prestige or influence of the officer or employee's position for private gain or advantage;
- the receipt or acceptance of anything of value from anyone other than the City for the performance of an act the officer or employee would be expected to render in the regular course of City service;
- the performance of acts directly or indirectly subject to the control, inspection, review, audit or enforcement of the officer or employee's department, board, commission or agency; and
- time demands that would render performance of the officer or employee's City duties less efficient.

The department, board or commission may include other activities. Any restriction, however, must bear a close relationship to the department's interest in restricting the activity. For example, a department that conducts inspections of businesses may have an interest in preventing any employees, on the employee's own time, from consulting for pay on how to pass such inspections. The same department, however, would have no legitimate interest in precluding the employee from spending a few hours a week of off-duty time teaching a class on physics or cooking.

Adoption of the Statement

Before a statement of incompatible activities is effective, the Ethics Commission must approve the statement. The Commission may amend the statement before approving it. All statements must be submitted to the Commission no later than **August 1, 2004**, but statements may be submitted earlier.

In addition, before the statements are adopted, the City must comply with its meet and confer obligations under state law. The Ethics Commission recommends that departments consult with

relevant bargaining units as they develop their statements. The formal meet and confer process will be conducted after review of the statements by the Ethics Commission.

Following adoption of the Statement, the Department or the Ethics Commission may amend the statement, as necessary. Any such amendment is subject to the same approval and meet and confer requirements as the adoption of the original statement.

Until a department's incompatibility statement is adopted under this process, any rules on outside activities previously adopted and approved by the Civil Service Commission remain in effect.

Notice

Departments, boards and commissions must provide officers and employees with a copy of the statement of incompatible activities each year.

Enforcement

Prior to enforcing the restrictions on incompatible activities, an officer or employee must be provided an opportunity to explain why, notwithstanding the statement of incompatible activities, his or her activity should not be deemed incompatible with his or her City duties.

MODEL INCOMPATIBLE ACTIVITIES STATEMENT

STATEMENT OF INCOMPATIBLE ACTIVITIES FOR THE [-----] DEPARTMENT/BOARD/COMMISSION]

This Statement of Incompatible Activities is required by San Francisco Campaign and Governmental Conduct Code section 3.218. This Statement does not specify every possible limitation on incompatible activities. It is intended to provide guidance to employees about what types of activities are incompatible with their duties to the [----- Department/Board/Commission]. Engaging in the activities identified in this Statement as incompatible may subject an officer or employee to discipline, as well as to monetary fines and penalties. (C&GC Code § 3.242.) No discipline or penalties may be imposed for engaging in incompatible activities until the officer or employee has an opportunity to explain why the activity should not be deemed incompatible. (C&GC Code § 3.218.)

Nothing in this Statement shall exempt any person from applicable provisions of other laws. Any questions about the interpretation of this Statement should be directed to [the employee's immediate supervisor/the head of the department].

I. GENERAL

The mission of the [-----Department/Board/Commission] is to [-----]. The following activities are incompatible with that mission and may not be engaged in by any officers or employees of the [-----Department/Board/Commission]:

- [List activities not appropriate for any officer or employee, and not covered by one of the specific sections below. Where a state or local law expressly prohibits conduct by members of the department/board of commission, those prohibitions could be included here. For example, the Ethics Commission's statement might state in this section that no member of the Ethics Commission may be employed by a registered lobbyist or campaign consultant because that activity is prohibited by Charter section 15.100.]

-
-

In addition to the activities that are incompatible for all officers or employees of the [----- Department/Board/Commission], the following activities are incompatible for persons holding specific positions:

- [List activities, if any, that are incompatible only for certain positions. For example, if a department employs inspectors, those individuals in particular may be precluded from doing any work for a person subject to inspection, whereas a clerk in another division of the department might not be prohibited from doing so.]

-
-

II. USE OF DEPARTMENTAL RESOURCES AND PRESTIGE OF OFFICE

A. Use of Department Resources

City resources, including telephone, computer, fax machine, or supplies, may not be used for non-City purposes.

- Notwithstanding this prohibition, occasional use of the telephone to communicate about personal or family matters such as doctor appointments, child care, transportation arrangements, or meeting times and similar de minimus uses will not constitute a violation of this section.
- No calls or emails involving outside City employment are permitted on City telephones or equipment. If a call or email relating to outside employment is received, the officer or employee should inform the person of the appropriate non-City contact information and conduct the conversation at another time not using City resources.

B. Use of Prestige of the Office

Officers and employees may not use their City title or designation for any private gain or advantage.

- Officers and employees should not distribute their City business cards for any personal reason and should not use City letterhead or email for any non-City communication.
- Officers and employees may not present themselves in the course of an outside activity as a representative of, or acting in the name of, the [Department/Board/Commission].

III. COMPENSATION FOR ASSISTANCE WITH CITY SERVICES

Officers and employees may not receive or accept anything of value from anyone other than the City for the performance of an act the officer or employee would be expected to render in the regular course of service to the [-----Department/Board/Commission].

Employees may not:

- [Give specific examples relevant to [-----Department/Board/Commission]]. For example, an auditor for the Ethics Commission could not be paid to review campaign

committees' campaign finance disclosure statements prior to the submission of the statements to the Commission.]

-

-

Nothing in this section shall preclude the receipt of a bona fide award provided to recognize exceptional service by a City employee, and which is not provided in return for the rendering of specific services.

IV. ACTS SUBJECT TO REVIEW BY THE DEPARTMENT

Officers and employees may not engage in outside activities that are subject to the control, inspection, review, audit or enforcement of the [-----Department/Board/Commission]. For the [-----Department/Board/Commission], employees may not:

- [List outside activities that would be subject to the control of the department. For example, officers and employees of the Ethics Commission may not work on local campaigns.]

-

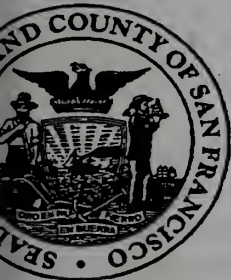
V. TIME DEMANDS

Employees may not engage in outside activities with time demands that would render performance of the employee's duties for the [-----Department/Board/ Commission] less efficient. No employee may:

- [List specific prohibitions. For example, employees may not engage in outside employment of more than 20 hours per week; or may not engage in outside activity that requires absence from the office during the regular work day on more than an occasional basis.]

-

-



ETHICS COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

Date: March 9, 2004

To: Honorable Members
Board of Supervisors

Gloria Young
Clerk of the Board

From: Mabel Ng, Deputy Executive Director

Re: Proposed Regulations Implementing Section 3.218 of the S.F.
Campaign & Governmental Conduct Code –Incompatible Activities

Pursuant to S.F. Charter section 15.102, the Ethics Commission is required to transmit to the Board of Supervisors regulations that it adopts within 24 hours of their adoption. At its meeting on March 8, 2004, the Ethics Commission adopted regulations to implement certain provisions of Proposition E, the ethics reform package which was adopted by the voters in the November 2003 election and became effective December 5, 2004. Specifically, the Commission adopted regulations related to procedures for implementing section 3.218 of the San Francisco Campaign and Governmental Conduct Code, which governs incompatible activities. The regulations are set forth in the following pages.

Regulations adopted by the Ethics Commission become effective 60 days after the date of adoption unless two-thirds of the members of the Board of Supervisors vote to veto the regulations during the 60-day period. Charter Sec. 15.201.

Regulations Related to Incompatible Activities

Among the significant changes that Proposition E made was to require all City departments, boards, and commissions to develop statements identifying "incompatible activities." This change is codified in section 3.218 of the Campaign and Governmental Conduct Code. Section 3.218 implements a provision of State law – Government Code section 1126 – which prohibits local employees from engaging in activities that are "incompatible" with their City duties. Courts have held that section 1126 is not "self-executing" and that a local government must give notice to officers and employees of the types of activities that are deemed incompatible with their duties. New section 3.218

requires departments, boards and commissions to develop a statement identifying the activities that are incompatible with particular positions.

Section 3.218 requires each City department, board, or commission to develop a statement of incompatible activities and to submit the statement to the Ethics Commission by August 1, 2004. The Ethics Commission must then consider and adopt a statement for each entity. Section 3.218 also provides that in adopting such statements the City will: (1) comply with any meet and confer obligations under State law; (2) ensure that employees are annually notified of the incompatibility statements; and (3) provide officers and employees with an opportunity to contest a conclusion that a particular activity is incompatible before the imposition of penalties or discipline for violating the statement.

The Commission adopted the following regulations to address: (1) the process for approval of departmental statements; (2) the requirements for notice; and (3) the requirement of providing an opportunity to contest a statement's designation of an activity as incompatible. Please contact staff of the Ethics Commission if you have questions.

Full Text of Proposed Regulations Implementing Section 3.218

Regulation 3.218-1. Incompatible Activities – Approval of and Amendments to Statements of Incompatible Activities.

Every department, board, commission and agency of the City and County is required to submit to the Ethics Commission a statement of incompatible activities listing those outside activities that are inconsistent, incompatible, or in conflict with the duties of the officers and employees of that department, board, commission or agency. All statements of incompatible activities as well as any amendments to previously adopted statements must be approved in accordance with this regulation.

(a) Submission to the Ethics Commission.

- (1) Submission deadlines. The initial statement must be submitted by August 1, 2004 for departments, boards, and commissions in existence on March 1, 2004. For departments created after March 1, 2004, the initial statement must be submitted within six months of the creation of the department, unless the Ethics Commission extends the time for good cause. Amendments to a departmental statement may be submitted at any time.
- (2) Materials submitted. Every statement or amendment shall be submitted in writing to the Ethics Commission in both paper and electronic form. In addition to each statement or amendment, every department, board, commission or agency shall submit a list of the unions that represent the officers and employees affected by the proposed statement or amendment. A department, board, commission or agency may provide any supporting materials that the department, board, commission or agency believes would assist the Ethics Commission.

- (b) Waivers of Required Language. Boards and commissions whose members, by law, must be appointed in whole or in part to represent any profession, trade, business, union or association may request permission from the Ethics Commission to exclude any of the language required by section 3.218(c). Such requests must be made at the time a board or commission submits a statement or amendment to the Ethics Commission and must set forth specific reasons why the exclusion is necessary. In making a determination whether to grant permission to exclude required language from a statement, the Ethics Commission may consider: the ability of the City to recruit qualified individuals to fill the position in question if the waiver is not granted; the ability of the commissioner or board member to engage in his or her particular vocation if the waiver is not granted; and any other factors the Commission deems relevant.
- (c) Referral to the Civil Service Commission. Within two business days of receiving a submission required by subsection (a) of this regulation, the Executive Director shall forward a paper and electronic copy of the submission to the Civil Service Commission for its review and comment.
- (d) Hearing before the Ethics Commission. The Ethics Commission shall hold a hearing to consider each statement or amendment no sooner than 45 calendar days after the Commission receives a submission required by subsection (a) of this regulation. No later than 7 calendar days before the hearing, the Ethics Commission shall provide notice of the hearing to: (1) the department, board, commission or agency that submitted the statement or amendment; (2) the unions that represent the officers or employees affected by the proposed statement or amendment; and (3) the Civil Service Commission. The Ethics Commission shall provide the department, board, commission or agency that submitted the statement or amendment, the unions that represent the officers or employees affected by the proposed statement or amendment, and the Civil Service Commission with an opportunity to make a presentation regarding the proposed statement or amendment. The Ethics Commission may amend a proposed statement or amendment.
- (e) Meet and Confer. The Ethics Commission encourages City departments, boards, commissions and agencies to include the unions that represent their officers and employees in the process of drafting and amending statements of incompatible activities before submitting the statement or amendment to the Ethics Commission. Prior to the approval of any statement or amendment by the Ethics Commission, representatives of the City, on behalf of the Ethics Commission, will meet and confer with unions that represent affected officers or employees.
- (f) Final Approval. The Ethics Commission shall, at a public meeting, finally approve a statement of incompatible activities or any amendment thereto. Within two business days of such approval, the Executive Director shall provide to the department, board, commission or agency a copy of the final version of its approved statement of incompatible activities.

Regulation 3.218-2. Incompatible Activities – Notice.

Every department, board, commission and agency must annually provide to its officers and employees a copy of its statement of incompatible activities. Departments, boards, commissions and agencies of the City and County may satisfy this requirement by: (1) providing either a paper or electronic copy of the statement to each officer or employee; (2) posting the statement on the department, board, commission or agency's web page (if there is one); and (3) posting the statement within the department, board, commission or agency's offices in the same place that other legal notices are posted. To ensure that new employees are notified of the statement of incompatible activities, each department, board, commission and agency must provide a copy of its statement of incompatible activities to the new employee at the time of hire.

Regulation 3.218-3. Incompatible Activities – Opportunity to Contest Incompatibility

No officer or employee may be subject to discipline or penalties for engaging in any employment, activity or enterprise that appears on the statement of incompatible activities of the officer or employee's department, board, commission or agency unless he or she has been provided an opportunity to demonstrate that the employment, activity or enterprise is not inconsistent, incompatible or in conflict with his or her duties. The requirement of an opportunity to demonstrate that an activity is not incompatible is satisfied if the employee has an opportunity to be heard on this issue prior to the decision in any proceeding to impose penalties or discipline, including in any criminal or civil proceeding, any administrative action by the Ethics Commission, or any disciplinary proceeding by an appointing authority.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**MICHAEL MENDELSON, CHAIR
ROBERT KENEALEY
GERARD GLEASON**

City and County of San Francisco

DRAFT

**Budget and Policy Committee
Elections Commission
June 15, 2004**

DOCUMENTS DEPT.

SEP 28 2007

**SAN FRANCISCO
PUBLIC LIBRARY**

CALL TO ORDER: Chair, Michael Mendelson called the meeting to order at 4:04pm.

ROLL CALL: Present were Commissioner Michael Mendelson, Commissioner Gerard Gleason, Director John Arntz and Deputy City Attorney Julia Moll. Commissioner Winnicker was absent.

Discussion a possible action to pass operating procedures for the Budget and Policy Committee. Commissioner Mendelson called the Committee's attention to item one of the proposed operating procedures. "Any Commissioner has the absolute right to place any item on the Commission agenda notwithstanding any action taken by the Committee on that item no matter the Committee action." He said that his goal was for Commissioners to have complete access. Mr. Mendelson said that there was no need to move on these general operating procedures and asked if Commissioner Gleason had any concerns or comments. Commissioner Gleason said that he felt the list covered most of the situations that he could foresee the Committee doing.

Discussion and possible action to urge the Ballot Simplification Committee (BSC) to approve all Ranked Choice Voting (RCV) language used in the voting instructions and tallying information that will appear in the Voter's Information Pamphlet (VIP). Commissioner Gleason said that the Municipal Elections Code clearly states that the BSC will participate in the digest or VIP, but it also gives the Director the authority to decide other materials about which the Ballot Simplification Committee may participate. Mr. Gleason said that he wants to move this item forward as a recommendation to the Director.

Commissioner Mendelson suggested that the resolution be changed to a motion to be placed on the full Commission agenda and to read as follows: *To foster voter education for county elections, the Elections Commission urges the Director of Elections to include the Ballot Simplification Committee in the review of all voting instructions and informational material about Ranked Choice Voting in the Voter Information Pamphlet.*

Commissioner Mendelson said that he would report this decision to the Commission and ask that it be placed on the agenda for the next meeting. Motion CARRIED.

Discussion and possible action to recommend to the State an amendment to the California Elections Code to eliminate the pre-election newspaper notice of poll workers and polling places and require posting this information on the Elections Department website instead. Commissioner Gleason said that he brought this item forward because other counties are considering this action. The Commissioner said that he would contact these counties and survey their opinion on eliminating the newspaper notice in favor of website posting. Commissioner Mendelson said that San Francisco can take the lead in moving this to an amendment of the State Elections Code. Chairperson Mendelson said that he would report to the Commission that the Committee will be doing further studies of this issue and will be in communication with other counties before the Committee suggests a motion to the Commission.

Discussion and possible action to approve a Statement of Incompatible Activities for the Department of Elections and the Elections Commission. San Francisco Campaign and Governmental Conduct Code section 3.218 requires that each department and commission adopt a Statement of Incompatible Activities, to provide guidance to officers and employees about what types of activities are incompatible with their official City duties. Commissioner Mendelson reminded the Commissioners that Director Arntz had provided a list of the activities that would be incompatible for persons working for the Department. The Commissioner said that the list was appropriate and asked the Director if he still thought it was appropriate. Mr. Arntz agreed. Commissioner Gleason said that his only concern with the list was the time constraints, however the restrictions on activities were appropriate. Mr. Mendelson asked Deputy City Attorney Moll if she had also reviewed the list. Ms. Moll said she had reviewed it and that she had no legal concerns regarding the Committee's approval of the list. Chair Mendelson said that the Committee recommends passage of the Incompatible Activities Statement of the San Francisco Department of Elections that Director John Arntz presented to the Commission a month earlier. (This Incompatible Activities Statement is appended to these minutes.)

JOURNMENT at 4:22 pm.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**MICHAEL MENDELSON, CHAIR
GERARD GLEASON**

City and County of San Francisco

AGENDA

August 17, 2004
5:00 P.M.
City Hall, Room 421
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

OCT - 2 2007

Order of Business:

**SAN FRANCISCO
PUBLIC LIBRARY**

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of June 15, 2004.
4. Update by Commissioner Gerard Gleason on the status of the survey of California Counties regarding their opinion on eliminating newspaper postings of poll workers and polling places and substituting website postings. By not publishing in newspapers, the Department of Elections could see a \$10,000 to \$15,000 savings.
5. Discussion and possible action to recommend to the full Commission that it should seek compensation from the State for the impact of Fair Political Practices Committee (FPPC) filings on the San Francisco Department of Elections.
6. Discussion and possible action to ask the Commission to recommend some form of compensation, per diem or stipend, for members of the Ballot Simplification Committee (BSC) to the Board of Supervisors. The BSC has barely had a quorum each meeting for the last 3 years and there is great difficulty in attracting new members to serve. The requirement calls for service on 12 consecutive days, which is a burden. Some form of compensation may help attract new members.
7. Update of the budget process and the progress of items passed by the Commission and recommended to the Board of Supervisors.
8. Discussion and possible action to prepare a certificate or purchase a memento in recognition of the outstanding service of Commissioner Robert Kenealey.
9. Public comments on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT



"Clark, Brad, ROV"
<brad.clark@acgov.org>
07/13/2004 02:28 PM

To "shirley.rodriques@sfgov.org"
<shirley.rodriques@sfgov.org>
cc
bcc
Subject Elections Legal Publication

Shirley,

I am in receipt of your letter regarding possible new legislation to eliminate the need to publish the list of poll workers and polling places in a newspaper of general circulation. I would support such a move. The California Association of Clerks and Election Officials (CACEO) has made the same proposal in the past. However, the newspaper publishers have a very strong lobby and have killed every attempt we have made to eliminate what most of us consider to be a useless publication. It is, however, an expensive publication and the newspaper publishers do not want to lose the revenue.

Please let me know if you are able to get this into a bill as the CACEO would support.

Thanks.

Brad Clark
Alameda County ROV
and Co-Chair CACEO Legislation Committee

EEVE T. LEWIS

COUNTY CLERK

REGISTRAR OF VOTERS

OFFICIO CLERK BOARD OF SUPERVISORS

County of Sonoma

Office of the County Clerk

REGISTRAR OF VOTERS

435 FISCAL DRIVE

SANTA ROSA, CA 95403

P.O. BOX 11485

SANTA ROSA, CA 95406-1485

(707) 565-6800

(800) 750-VOTE

TDD (707) 565-6888

FAX (707) 565-6843

May 19, 2004

Elections Commission

City and County of San Francisco

Attention: Ms. Shirley Rodriques, Secretary

Dr. Carlton B. Goodlett Place - Room 48

San Francisco, CA 94102-4634

Dear Ms. Rodriques:

Thank you for your request for input in regard to your proposal to eliminate the newspaper publication of precinct officers and polling locations. I am in complete agreement with the Commission's position that the publication is both costly and of little use.

Further, pollworkers object to having their names published in the newspaper on the grounds that it will be commonly known that they will not be at home all day leaving their homes vulnerable to burglary. Pollworkers also complain about having their political parties printed in the newspaper. Even on general principle, but since a person's political party is a matter of public record, that objection carries little weight.

The California Association of Clerks and Election Officials Elections Officials (CACEO) Elections Legislative Committee has proposed to eliminate or reduce this publication on several previous occasions, to no avail, due to a powerful newspaper lobby in the state capital. I am certain you will find support both from individual counties and from the CACEO, in regard to your proposal. For added emphasis, you may wish to rally support from pollworkers for the reasons stated above.

It should be noted that, unlike other states where voters must read the newspaper to determine where they vote, in California, every registered voter receives personal notification as to the location of his or her polling location either via the Sample Ballot or by postcard notification.

Please keep me informed as to the progress of your proposal and whether I may be of any assistance. If you have any further questions I can be reached at (707) 565-6814 or kinso@sonoma-county.org.

Very truly yours,

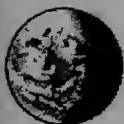
Dee Atkinson

Dee Atkinson

Assistant Registrar of Voters

County of Sonoma

Item: 4.2



Conny McCormack
<CMcCorma@rrcc.co.la.ca.us>

07/27/2004 08:40 PM

To "Shirley.Rodriques@sfgov.org"
<Shirley.Rodriques@sfgov.org>

cc

bcc

Subject Proposal re eliminating newspaper notice requirements re
PWs and Precinct locations

In response to your letter of July 12, we would heartily support your proposal. This is a big expense and unread and voters have precinct location information in their sample ballot booklets. Of course you realize taking on the newspaper lobby is usually suicide...but good luck and we in LA would be very supportive of such a legislative proposal and I venture to say, as President of the California Association of Clerks and Election Officials (CACEO) our Association would also be supportive.

DRAFT

Budget and Policy Committee
Elections Commission
August 17, 2004

DOCUMENTS DEPT.

SEP 28 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **CALL TO ORDER:** Chair, Michael Mendelson called the meeting to order at 5:15 pm.
2. **ROLL CALL:** Present were Commissioners Michael Mendelson, and Gerard Gleason. Also present were Suzanne Berg, of the Department of Elections Budget Division and deputy City Attorney Julia Moll.
3. **Discussion and possible action to approve the minutes for the Budget and Policy committee meeting of June 15, 2004.** Commissioner Gleason MOVED to approve the minutes. CARRIED by consent.
4. **Update by Commissioner Gerard Gleason on the status of the survey of California Counties regarding their opinion on eliminating newspaper posting of poll workers and polling places and substituting website postings. By not publishing in newspapers, the Department of Elections could see a \$10,000 to \$15,000 savings.** Commissioner Gleason reported that a letter was sent to five California counties (Sonoma, Alameda, San Mateo, Santa Clara and Los Angeles) to ask their opinions of the proposal. The Registrar of Voters in Los Angeles is also the President of the California Clerks and Elections Officers Association (CCAEO). This organization had, in the past, tried to eliminate the newspaper posting requirement. The counties have responded to the letter of inquiry by the San Francisco Elections Commission, saying they support the proposal. Commissioner Mendelson asked Deputy City Attorney, Julia Moll, if the City had an "ironclad legal obligation to publish in newspapers?" Deputy City Attorney Moll said that she would look into this question and report back to the Commissioner. Mr. Mendelson said that he would prefer to not get into combat with the newspapers, if that were possible. Pending submission of the legal opinion on possible legal recourse, the Committee will consider taking this item to the full Commission. Commissioner Mendelson thanked Commissioner Gleason for taking the lead on this and initiating the contact with the other counties.
5. **Discussion and possible action to recommend to the full Commission that it seek compensation from the State for the impact of Fair Political Practices Committee (FPPC) filings by the San Francisco Department of Elections.** Commissioner Mendelson asked Deputy City Attorney Moll if the City was legally obligated to maintain the fillings for the FPPC. Ms. Moll answered that the State Political Reform Act mandates that the Department of Elections

serve as a filing officer for a very broad category of campaign finance statements, some of which are filed by candidates and committees that are active in the region, as opposed to specifically in San Francisco. Los Angeles, Sacramento and San Francisco serve as regional file offices. Ms. Moll said that in terms of receiving recovery from the state, there is a provision of the state constitution, Article 13b, section 6, that came into effect in 1979 and pertains to anything that went into effect after 1975. It says: "whenever the legislature or state agency imposes a new service mandate, or a higher level of service on the part of a local government, the state has to fund it." However, it does not apply to mandates made before January 1, 1975. The mandate, in question, went into effect in 1974. Secondly, the decision applied to mandates made by the state legislature and state agencies. The State Political Reform Act was adopted after a voter initiative was passed. Therefore the City does not have any legal entitlement for compensation for the FPPC filings it maintains.

Commissioner Gleason said that Los Angeles has a filing area of 16 assembly districts, and eight senate districts and is under the "clerk/recorder"; San Francisco has a separate, budgeted office, the Elections Department – therefore it is not under an umbrella where it can pull people from other offices to assist in the filings.

Commissioner Mendelson suggested that the DoE go to the legislature, or to the City's budget office and let them know that it costs us approximately \$200,000 annually. Ms. Suzanne Berg, of the DoE Budget Division, said that this cost comes out of the general staffing and is not a line item in the Department's budget. Mr. Mendelson asked if it could be a line item so that the Department could get compensation from the Board of Supervisors. Ms. Berg said that this would be possible if the Department could back up the request with a time study that showed that the work done was the equivalent to one full time employee.

The Committee will make a recommendation to the Commission to ask the Department to do a study to demonstrate the costs to the Department for administering the state mandated FPPC filings.

Commissioner Gleason said he agreed and suggested that the Department seek compensation through fees that can be collected by enforcement of failing to meet the filing deadlines.

Julia Moll said that the rules are different depending on the type of filings. She said that, in theory, it is a revenue-generating program and that the Ethics Commission does impose fines. These monies go into the general fund. Ms. Moll said that the Committee might be able to use the experience of the Ethics Committee to show that they have so many people working on these filings and they receive a certain amount of money each year in fines, to demonstrate the relationship. Thus, by asking the City to allow more staffing, the City may see a

return on its investment by collecting more fines. However, Ms. Moll reminded the Committee, the funds would still go into the general fund.

Commissioner Gleason reminded the Committee that most of the papers the DoE receives are copies of documents filed in Sacramento, and the City would not have authority to impose fines for tardy filings. Ms. Moll replied that the City does have authority to impose late filing fines for certain copies.

Ms. Moll stated that there are relatively new state requirements for electronic filing of campaign statements. Statements that are electronically filed are posted on the internet. For this reason, the state legislature may be willing to reconsider the purpose and scope of the regional filing officer program, because the campaign finance information is now more readily available because of the internet.

The Committee agreed to recommend to the Commission to do the time study in preparation for asking for more money for staff to do the filings.

6. **Discussion and possible action to ask the Commission to recommend some form of compensation, per diem or stipend, for members of the Ballot Simplification Committee (BSC) to the Board of Supervisors.** The BSC has barely had a quorum each meeting for the last 3 years and there is a great difficulty in attracting new members to serve. The requirement calls for service on 12 consecutive days, which is a burden. Some form of compensation may help attract new members. Commissioner Gleason said that he didn't know how much compensation would be necessary but that some payment would make membership more attractive. He said he had been told by members that people refuse to participate because there is no compensation. The BSC meetings begin at 9 am daily for two weeks. These meetings usually run until 1:00 pm. Commissioner Gleason suggested that the DoE obtain the money by collecting an assessed fee on paid arguments. The Commissioner suggested \$50 per meeting per person. This would come to \$2,500.

Commissioner Mendelson asked Ms. Moll if the Director could allocate money, under the day-to-day operation of the Department for this purpose. Ms. Moll answered that this would need to go to the Board of Supervisors for approval.

Commissioner Gleason said that presently, the three members of the BSC are sole proprietors of businesses who have taken time out of their business day to volunteer.

Mr. Gleason said that he wants the Committee to explore what type of compensation others get for similar duties, and then make a recommendation to the Board of Supervisors after the November election. The Committee agreed to research compensation to members of other bodies and take the results to the

full Commission to make a request of the Board of Supervisor to compensate BSC members in an amount to be determined by the study..

7. **Update of the budget process and the progress of items passed by the Commission and recommended to the Board of Supervisors.** This item was deferred to the next report by the Director to the full Commission.
8. **Discussion and possible action to prepare a certificate or purchase a memento in recognition of the outstanding service of Commissioner Robert Kenealey.** Commissioner Mendelson read the proposed resolution, a copy of which is attached to these minutes. The Commission gave a brief history of the early days of the Commission and the turmoil it faced during the firing of the former Director. He credited Commissioner Kenealey with being a intellectual force during those times. The resolution was unanimously approved.
9. **Public Comment:** *Jay Martin* suggested that the Commission set as a policy that the DoE make all of its ballot numbers public. He said he was specifically asking for the number of provisional ballots. Mr. Martin said he wanted to see a "Tally of Ballots". These reports would include spoiled, unreadable and late ballots. Currently, the DoE's website only contains the Statement of Vote.
10. **ADJOURNMENT** at 5:45 pm.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**MICHAEL MENDELSON, CHAIR
GERARD GLEASON
RICHARD MATTHEWS**

City and County of San Francisco

AGENDA

November 16, 2004
7:00 P.M.
City Hall, Room 421
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

Order of Business:

OCT - 2 2007

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of August 17, 2004.
4. Discussion and possible action to recommend to the State an amendment to the California Elections Code to eliminate the pre-election newspaper notice of poll workers and polling places and require posting this information on the Elections Department website instead. (*Continued from the August 17th meeting.*)
5. Discussion and possible action to recommend that the Commission recommend to the Board of Supervisors some form of compensation, per diem or stipend, for members of the Ballot Simplification Committee (BSC). The BSC has barely had a quorum each meeting for the last 3 years and there is great difficulty in attracting new members to serve. The requirement calls for service on 12 consecutive days, which is a burden. Some form of compensation may help attract new members.
6. Discussion and possible action to ask the Commission to recommend to the Board of Supervisors that the nominating organization for a representative of the print media on the Ballot Simplification Committee (BSC) be expanded to include additional professional associations.
7. Discussion and possible action to recommend to the full Commission that San Francisco should seek compensation from the State for the impact of Fair Political Practices Committee (FPPC) filings on the San Francisco Department of Elections. (*Continued from August 17, 2004*)

**SAN FRANCISCO
PUBLIC LIBRARY**

8. Discussion and possible action to recommend to the Voter Participation and Outreach Committee or full Commission, ideas and incentives to encourage the retention of experienced poll workers, and possible ideas and incentives to encourage more citizens to serve as poll workers in the future.
9. Discussion and possible action to recommend to the Elections Commission a clarification of what constitutes the "Election Plan" under Charter section 13.103.5. Section 13.103.5 provides that the Commission must approve:

"...written plans prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election as well as an assessment of how well the plan succeeded in carrying out a free, fair and functional election."
10. Discussion and possible action to recommend to the Elections Commission a clarification of the criteria for granting a waiver to the general rule that City employees may not assist the Department of Elections. a) Section 13.103.4 of the Charter provides:

"The Elections Commission, may upon the recommendation of the Director of Elections and a finding that the Department will not have adequate staffing to conduct an election, request from the Board of Supervisors a waiver of the conflict-of-interest provisions in Section 13.103.5 for employees working no more than thirty days in a single calendar year. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion."
11. Public comments on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT



ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DHR No. 01-01

Date: January 26, 2001

To: Department Heads
Commission Secretaries
Departmental Personnel Officers
Departmental Personnel & Payroll Staff

From: Andrea R. Gourdine
Human Resource Director

Subject: Revised Certificate of Appointment of Officer/Department Head

In the interest of streamlining procedures, the Department of Human Resources (DHR) has, jointly with the Mayor's Appointment Office, revised the *Certificate of Appointment of Officer/Department Head* form, DHR # 7-14.

This certificate is utilized to officially appoint commissioners, board members and the heads of the City departments. The information on the completed certificate will also be used to determine the appropriate entitlements and benefits for the appointee.

More specific instructions on how and by whom the certificate is completed are printed on the back of each certificate. When completed, the form should be submitted, for processing, to the Deputy Director for Administrative Services at the Department of Human Resources, 44 Gough Street, San Francisco, CA 94103. Copies of blank certificates may be obtained from the Department of Human Resources-Support Services, 44 Gough Street, San Francisco, CA 94103, or you may photocopy the attached certificate.

Further information or questions may be directed to the Internal Service analyst assigned to your department or Vernon Nulph, Internal Services Supervisor, at (415) 557-4849, or Patricia Pon, Referral Unit Supervisor, at (415) 557-4816.

Thank you for your cooperation in using this newly revised form. All previous versions should be immediately discarded.

Attachment

5.0

– Information on Officer/Department Head

I - Appointing Authority's Signature

ting Officer's Certificate or Commission – I have this day made the appointment as recorded above.

II – Board of Supervisors Ratification

ation by Board of Supervisors (Required for Appointment of Controller, City Administrator, Port Director, Treasure Island Development
, Redevelopment Commission)

V – Oath of Office

/ – Separation from Office of Commissioners

pointment of the above named commissioner e separated effective as indicated.	Date of S
--	-----------

/1 (For DHR use only)1/2001)

Instructions for preparing Certificate of Appointment of Officer/Department Head Form

Part I: Completed by the initiating department (either the Mayor's Office, the Commission of the department or the Board of Supervisors supplies the personal information on the officer being appointed). The standard requisition, PE-99999, is to be used only for commissioner appointments. The hiring department will designate the requisition number for the appointment of department heads.

Part II: The Mayor, Commission Head or the president of the Board of Supervisor signs as the appropriate appointing officer.

Part III: The Commission secretary or department personnel officer supplies the necessary information for appointments that require Board of Supervisors' ratification. This information may be obtained by contacting the Deputy Clerk, Board of Supervisors at (415) 554-7711.

Part IV: An officer, who is legally qualified to administer an oath, or the Mayor must duly swear all commission appointments. Both the officer who is administering the oath and the appointee must sign the certificate. Note: The Civil Service Commission Executive Director and the Human Resources Department Director must also undertake a separate oath, as required in Charter sections 10.100 and 10.103 respectively. Such oaths must be filed in the office of the County Clerk.

For commissioners, the Commission secretary submits the completed form to the Deputy Director-Administrative Services, Department of Human Resources at 44 Gough Street who will forward the form to the Referral Unit for validation of the appointment by entering the appointment information into the HRMS and issuing the appointment (AP) number. The Referral Unit will return a validated copy of the form, with the appointment number, to the initiating department. The Referral Unit will also send validated copies to the Health Service System, Commission Secretary, Mayor's Commission Appointment Office and the County Clerk. For department heads, the Personnel Unit of the hiring department processes the new department head in the same manner as all regular employees but must use this form to obtain the oath of office and the Mayor's signature. This form substitutes only partially for the Appointment Processing Form because department heads must also be fingerprinted and enrolled for health and retirement benefits. We advise the processing department to use the standard Appointment Processing form as an addendum to this certificate, as a way to record the enrollments and fingerprinting transactions.

Part V: Upon the expiration of the commissioner's appointment, the Commission secretary should photocopy the original Certificate of Appointment and complete this section. Submit this form to the Deputy Director, Administrative Services, Department of Human Resources. The Commission secretary should also send copies of the form to the department's personnel and payroll offices for cessation of benefits and payments. After the separation has been entered, the Referral Unit will return a copy to the department and send copies to the Health Service System, Commission Secretary, Mayor's Commission Appointment Office and the County Clerk. For the separation of department heads, the personnel office of the respective department should complete the standard DHR Separation Report, instead of using this separation box.

Part VI: For DHR to record the appointment or separation into the official HRMS.

Additional information for Departments and Commission Secretaries:

For those commissioners who are compensated: Payroll & Personnel Services Division (PPSD) requires a W-4 Tax form to be completed and submitted with the Personnel Action Request (PAR), which sets up the payroll records to pay the appointee. *PPSD also requires the appointment (AP) number to be provided on the "OA" data field of the PAR in order to process the PAR and for the TESS system to process payroll data.*

For those commissioners who are eligible for health benefits, regardless of compensation: Commission secretaries should call Sandy Lockwood at (415) 554-1709 to obtain a Health Plan booklet and application form, which should be given to the commissioner(s). The officer/commissioner can enroll either by calling Sandy Lockwood, (415) 554-1709 or by taking the health coverage application and a copy of the certificate of appointment to enroll at the Health Service System at 1145 Market Street. The officer or commissioner must enroll within 30 days of the appointment or will have to wait until the annual open enrollment period to enroll.

Elections Commission Budget Committee
Wednesday, November 16, 2004
7:00 pm
City Hall, Room 421

DOCUMENTS DEPT.

SEP 28 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. CALL TO ORDER

The Meeting was called to order at 7:10 pm.

2. ROLL CALL

Present were Commissioners Gerard Gleason, Richard Matthews and Chairperson, Michael Mendelson, Director John Arntz and Deputy City Attorney Julia Moll

3. FLAG SALUTE was led by Commissioner Mendelson.

4. Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of August 17, 2004. Commissioner Matthews MOVED and Commissioner Gleason SECONDED that the Committee approve the minutes. Motion CARRIED.

5. Discussion and possible action to recommend to the State an amendment to the California Elections Code to eliminate the pre-election newspaper notice of poll workers and polling places and require posting this information on the Elections Department website instead. (*Continued from the August 17th meeting.*) Commissioner Matthews MOVED to approve, Commissioner Gleason SECONDED. Commissioner Mendelson said that he was concerned that people who did not have access to a computer would not see the notice. Commissioner Gleason said that it was his intent that a public copy of the notice be posted on the DoE's bulletin board outside the lobby of the Department and other public places. He said he brought this item to the Committee as a cost savings suggestion and that other California counties were also interested in doing something similar. Commissioner Gleason said that although the DoE published the information, he was unable to locate it when he searched for it in several of the local papers.

Commissioner Mendelson asked the Director to explain how the Department currently handles this noticing requirement. Director Arntz said that the notice is printed in the "paper of record" and also in a Chinese and Spanish neighborhood newspaper. Deputy City Attorney Moll added that the posting is a requirement of the State Elections Code. Commissioner Mendelson clarified the Committee intent by stating that the Commission, after hearing from the Committee, would need to recommend to the City's "legislative delegation that they seek a modification" of the State Elections Code. Commissioner Matthews said that after reviewing the background of this item,

the \$10,000 to \$15,000 per election to publish the notice in a year like the current one when there have been five elections, this is a very big expense. Commissioner Gleason said that the Association of California Elections Officials has been discussing the possibility of using county websites instead of newspapers for these postings. Commissioner Gleason said that in San Francisco, the posting appears in the Thursday edition of the S.F. Independent which has a run of probably 1500 issues. A citizen looking for a copy "would need to have a Geiger Counter and a GPS system to find one", he added. Commissioner Gleason said that the fact that the names of the citizens who would be working as poll workers is a signal to criminals of who would not be at home. Commissioner Gleason said that it was important for this Commission to bring up this topic because the other counties do not have a Commission and when those counties suggest a change in the procedure, they are seen as disgruntled civil servants and are opposed by the powerful newspaper lobby, however the Commission is made up of citizens who can present this change as a cost savings to the taxpayers.

MOTION: Committee recommends that the Commission go on record as supporting as a cost saving measure the elimination of the pre-election newspaper notice of poll workers and polling places in conformance with other counties who have previously recommended this action. That the information be posted on the Department's website and a hard copy be posted in the Elections Department Office.

- 6. Discussion and possible action to recommend that the Commission recommend to the Board of Supervisors some form of compensation, per diem or stipend, for members of the Ballot Simplification Committee (BSC). The BSC has barely had a quorum each meeting for the last 3 years and there is great difficulty in attracting new members to serve. The requirement calls for service on 12 consecutive days, which is a burden. Some form of compensation may help attract new members.**

Commissioner Gleason gave a brief background of this issue. He said that there are five members of the BSC who handle approximately three ballot issues each day for twelve consecutive days. In the past there have been times when there were only three members of the BSC. There have been problems getting the newspaper guild to appoint a member. The Commissioner said that the chair of the BSC shared with him her concern that when a person is asked to serve, that person usually asks about the monetary compensation, and currently there is none.

Director Arntz stated that he is in favor of anything that will help to promote the recruitment of more members of the BSC. His concern is that the money needs to be a specific line item and not be taken from the DoE's current budget.

MOTION: Recommend to the full Commission that the budget for the DoE contain specific line items appropriations for a payment of per diem or stipends to the members of the BSC and that the Board of Supervisors specifically allocate funds for that purpose.

Deputy City Attorney Moll said that one way to proceed would be for the Commission to authorize one of its members to go before the Board of Supervisors with a specific proposal.

Commissioner Mendelson suggested that Commissioner Gleason meet with the Director to determine an amount for each BSC member especially since there may be a special election next year.

Public Comment. *David Pilpel* suggested this action may require an amendment to the elections code.

7. **Discussion and possible action to ask the Commission to recommend to the Board of Supervisors that the nominating organization for a representative of the print media on the Ballot Simplification Committee (BSC) be expanded to include additional professional associations.**

Commissioner Gleason said that he wants the appointment of members to be expanded to the Society of Professional Journalist, because the Newspaper Guild has not made an appointment for several years.

Commissioner Gleason is to research the Society of Professional Journalist and any other appropriate groups and report back to this Committee to ask that it recommend the Commission to ask the Board of Supervisors to amend the Elections Code to include those organizations as appointments authorities for membership to the BSC. Commissioner Matthews offered to assist Commissioner Gleason in this research.

Public Comment: David Pilpel said that he strongly supports this item.

8. **Discussion and possible action to recommend to the full Commission that San Francisco should seek compensation from the State for the impact of Fair Political Practices Committee (FPPC) filings on the San Francisco Department of Elections. (Continued from August 17, 2004).**
This item was moved to the end of this calendar.

-
9. **Discussion and possible action to recommend to the Voter Participation and Outreach Committee or full Commission, ideas and incentives to encourage the retention of experienced poll workers, and possible ideas**

and incentives to encourage more citizens to serve as poll workers in the future.

Commissioner Gleason gave a brief history of his efforts in the past, while an employee of the DoE, to assist in increasing poll worker volunteers. Because serving on a jury and serving as a poll workers are both fundamental ways citizens participate in the democratic process, one suggestion the Commissioner made was to give poll workers credit that would eliminate their being called as jury members for a specific amount of time if they worked as poll workers.

The Commissioner said that some workers have in their union contract that they be allowed the day off if they work as a poll workers. This is something that should be explored for more workers.

The Director said that increasing the amount poll workers are paid is the best way to increase poll worker retention. He said that San Francisco pays more to its poll workers than any other county in the State. The staff who recruited workers for the last election are currently reviewing their efforts and will be reporting to the Director on ways to improve recruiting and retention.

DECISION: The Director will develop a program for recruitment and retention with his staff and let the Commission know how to assist the Department in those efforts.

10. Discussion and possible action to recommend to the Elections Commission a clarification of what constitutes the "Election Plan" under Charter section 13.103.5. Section 13.103.5 provides that the Commission must approve:

"...written plans prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election as well as an assessment of how well the plan succeeded in carrying out a free, fair and functional election."

Commissioner Mendelson asked if the Commission has the authority to tell the Director what his Election Plan should include. Ms. Moll replied that the Charter is not specific in what the plan should include, and the Commission can clarify of what the plan should consist. Ms. Moll reminded the Committee that over the past several elections the Commission has given directions to the Director about the content of the Election Plan.

Commissioner Matthews asked the Deputy City Attorney if the plan should be an ongoing dialogue, election by election.

Ms. Moll replied that this is probably so because when new Commissioners are appointed, they may have different ideas about what the plan should include.

Commissioner Gleason stated that he would like to review the plan for the recent election, note the parts that worked well from that plan. He suggested that the Commission should have an Election Plan that is submitted 90 days before the election and is updated twenty days before the election.

Director Arntz said that he would like the Commission to give the Department a template of what the Commission expects in the Election Plan and give the Department enough time to review the template to determine if the work is possible within the time constraints.

DECISION: Commissioner Gleason is to create a draft template for the Election Plan, present it to the Committee. The Committee will work on finalizing it before presenting it to the full Commission.

11. Discussion and possible action to recommend to the Elections Commission a clarification of the criteria for granting a waiver to the general rule that City employees may not assist the Department of Elections. a) Section 13.103.4 of the Charter provides:

“The Elections Commission, may upon the recommendation of the Director of Elections and a finding that the Department will not have adequate staffing to conduct an election, request from the Board of Supervisors a waiver of the conflict-of-interest provisions in Section 13.103.5 for employees working no more than thirty days in a single calendar year. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion”.

Recommendation: That the waiver dated 10/27/04 submitted by the Director of Elections and approved by the Commission serve as the template document for further requests for staffing subject to reasonable changes in numbers and dates of submission.

8. **ITEM PASSED PREVIOUSLY AS ITEM # 8. NOW CONSIDERED.**
Discussion and possible action to recommend to the full Commission that San Francisco should seek compensation from the State for the impact of Fair Political Practices Committee (FPPC) filings on the San Francisco Department of Elections.

Commissioner Gleason reported that the DoE expends many employee hours processing, filing, copying the FPPC forms. He said there is no index code to track all the employee hours for this function, however the Department can give an approximation of the time. The DoE could collect fines from those who are late filing their FPPCs.

Director Arntz said that he plans to better track the amount of time his staff expends for these filing and that the Department is working to begin collecting fines for late filings.

DECISION: The Director will make a report of his progress regarding collecting fines and tracking employee hours for handling FPPCs activities in January, 2005.

Public Comment: David Pilpel suggested that the other counties be contacted to see how much they collect in fines.

ADJOURNMENT: 8:10 pm

Director Arntz said that he plans to better track the amount of time his staff expends for these filing and that the Department is working to begin collecting fines for late filings.

DECISION: The Director will make a report of his progress regarding collecting fines and tracking employee hours for handling FPPCs activities in January, 2005.

Public Comment: David Pilpel suggested that the other counties be contacted to see how much they collect in fines.

ADJOURNMENT: 8:10 pm

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**MICHAEL MENDELSON, CHAIR
GERARD GLEASON
RICHARD MATTHEWS**

City and County of San Francisco

AGENDA

January 18, 2005

7:00 P.M.

City Hall, Room 421

1 Dr. Carlton B. Goodlett Place

Order of Business:

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of November 16, 2004.
4. Discussion of the persistent vacancies on the Ballot Simplification Committee (BSC) and the need to attract and retain qualified applicants to serve on the BSC. BSC member Betty Packard will address the Budget and Policy Committee to discuss possible causes of and solutions to the vacancy problem.
5. Discussion and possible action to recommend that the Elections Commission approve an Election Plan Template. San Francisco Charter section 13103.5 requires that the Elections Commission approve an Election Plan in advance of each election. The template would be used by the Department of Elections to prepare the Election Plan for all future elections. (Proposed template is attached).
6. Discussion and possible action to recommend how the Department might meet the budgetary reductions requested by the City, and how the Commission might support Department efforts. The discussion may include adjusting the rates for paid arguments in the Voter Information Pamphlet to reflect the actual cost of publication, or eliminating paid arguments altogether from the Pamphlet, to realize significant cost savings.
7. Public comments on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

Election Plan
City and County of San Francisco

Name of Election
Date of Election

I. Governing of Election

The upcoming election shall be governed in accordance with

- California Election Code
- San Francisco Municipal Elections Code and applicable Charter Amendments
- United States Voting Rights Acts [dates]
- United States Help America Vote Act [date]
- United States Americans With Disabilities Act [date]
- Actions as directed by the United States Department of Justice to comply with Voting Rights Act, Help America Vote Act or Americans With Disabilities Act.
- Accepted recommendations from the San Francisco Civil Grand Jury
- Previously established administrative procedures which the San Francisco Department of Elections and the Director of Elections deem to be best practices

All operations of the upcoming election shall be in accordance with one, some or all of the above listed guidelines, except for any new procedures or practices which are not covered by any of the above guidelines, but which could effect security of ballots, or confuse voter's understanding or perception of conduct of the election such as the introduction of any new voting equipment or procedures. All new procedures or practices will be fully explained under "New and Unprecedented Practices" (Section X below).

II. Election Summary

1. Offices and Measures to be voted on

a) Consolidated Presidential Primary

President of the United States*, (US Senate*), US Representative*[districts], State Senate*[district], State Assembly*[districts],
State measures [#], County measures [#], Regional measures [#]
Political Party County Committee Members*[parties, districts, # seats]
*may not apply to all party ballots or decline to state voter ballots

b) Consolidated Presidential General

President of the United States, (US Senate), US Representative [districts], State Senate [district], State Assembly [districts], Board of Supervisors [districts], Board of Education [# seats], Community College Board [# seats], BART [districts],
State measures [#], County measures [#], Regional measures [#]

c) Consolidated Municipal

City Attorney, Treasurer
County measures [#], Regional measures [#]

d) Consolidated Primary

Governor*, Lt. Governor*, Attorney General*, Secretary of State*, Treasurer*,
Controller*, Insurance Commissioner*, Board of Equalization*[district], (US Senate*),
US Representative*[districts], State Senate* [district], State Assembly* [districts],
Assessor/Recorder, Public Defender
State measures [#], County measures [#], Regional measures [#]
Political Party County Committee Members*[parties, districts, # seats]
*may not apply to all party ballots or decline to state vote ballots

e) Consolidated General

Governor, Lt. Governor, Attorney General, Secretary of State, Treasurer, Controller,
Insurance Commissioner, Board of Equalization [district] (US Senate), US Representative
[districts], State Senate [district], State Assembly [districts], Superintendent of Public
Instruction, Board of Supervisors [districts], Board of Education [# seats], Community
College Board [# seats], BART [districts],
State measures [#], County measures [#], Regional measures [#]

f) Consolidated Municipal

Mayor, District Attorney, Sheriff
County measures [#], Regional measures [#]

g) Special Election

Offices
Measures

Note: municipal offices may be added to vote upon unexpired vacancies.

Additionally, the election plan should make note of the reason (cite election code or other cause) if any office that would usually appear on the ballot is not on the ballot for a particular election. (Example: BART Board of Director, District 7, was not on the ballot for Nov. 2, 2004)

2. Voter Registration numbers
This number should be established at E-85 or E-60; whichever is convenient for the Department of Elections. For the Election Plan, the numbers for registration by political party are only relevant to Primary Elections causing separate ballots to be produced.
3. Number of precincts
4. Number of poll workers required
5. Voting equipment to be used at precincts
6. Number of Permanent Absentee Voters
7. Ballots
Number of ballot types, languages, number of cards and format

For Primary Elections- a brief explanation of procedure to track issuing of partisan ballots requested by voters not registered with a specific party.
8. Voter Information Pamphlet & Sample Ballot
Size and mailing date, languages and numbers

III. Critical Dates and Deadlines

- Candidate Filing Deadlines
- Write-in Candidate deadlines
- Ballot argument deadlines
- Voter Information Pamphlet inspection period

- Begin mailing ballots for overseas voters
- First day for Early Voting (dates & hours including weekends)
- First day for mailing absentee ballots
- Deadline for Voter Registration.
- Last day to mail Voter Information Pamphlet
- Last day to request Absentee ballot be mailed
- First Day processing absentee ballots

- Election Day (hours polls are open, location of City Hall absentee voter station, deadline requirements for absentee ballots)

- Deadline for Certification of Election

IV. Security and Distribution of Ballots before and on Election Day

1. Absentee Ballots
 - Location of fulfillment of unvoted absentee ballots
 - Date of beginning mailing of absentee ballots
 - Location of secured, returned, voted absentee ballots

 2. Precinct Ballots
 - Location of distribution of unvoted precinct ballots
 - Dates precinct ballots will be distributed to polling place inspectors

 3. Securing Voted Ballots During Election Day
-

V. Transporting and Securing Precinct Ballots and Vote-Recording Devices after the Polls Close on Election Day

1. Vote-Recording Devices
 - Eagle Memory Packs (or similar device)
 - PCM Cards (or similar additional device required)
 - Locations of Central Ballot Count uplinks
2. Paper Ballots
 - Voted and processed precinct ballots
 - Unvoted ballots
 - Provisional and precinct delivered Absentee Ballots

VI. Ballot Processing

1. Absentee Ballots
 - Date to begin processing and location for processing absentee ballots
 - Date to begin processing precinct (Election Day) delivered absentee ballots
 - Procedure for processing absentee ballots
2. Precinct Ballots
 - Procedure for processing ballots and precinct Vote-Recording devices at uplink sites (Central Ballot Count locations)
3. Provisional Ballots
 - Procedure for processing Provisional Ballots
4. Damaged and Remake Ballots
 - Procedure and guidelines for “remaking” damaged ballots
5. Write-In Votes
 - Procedure and guidelines for tabulating write-in votes

VII. Election Results Reporting

1. Reporting Results on Election Night After the Polls Close
2. Updates: Reporting of Results after Election Day

3. Reporting Results for Rack Choice Voting Elections
4. Final Report and Certification of Election Results
 - Canvass Procedures

VIII. Voter Education and Outreach

- Language assistance
- Special mailings to voters
- Community Presentations
- Information Phone Bank and Department Website
- Disability Voter Assistance

IX. Poll Worker Training and Recruitment

X. New and Unprecedented Practices

Guidelines

The Election Plan should be presented by the Director of Elections at a period between 80 and 55 days before the election. As the Department of Elections may not have all procedures established or may need flexibility in planning the election, a Supplemental Election Plan is acceptable and should be expected as long as it is submitted at least ten days prior to the election. At that time, the location of the Central Ballot Count (as publication required by CEC§ 12109) can be included in the Supplemental Election Plan.

The Election Plan should be labeled for public review as follows:

Submitted (date)

[] Accepted by the Elections Commission of the City & County of San Francisco

[] Accepted by the Elections Commission of the City & County of San Francisco with the attached amendment(s)

[] Not accepted by the Elections Commission of the City & County of San Francisco

Copies of the Election Plan should be posted in the offices of the Department of Elections and made available to the public. The Election Plan should also be posted on the Department of Elections website.

Unsolicited courtesy copies of the Election Plan may be distributed to elected officials of the City & County of San Francisco if the Department of Elections so chooses, however no copy of the Election Plan should be distributed to elected officials prior to making the document available to the general public, nor should any other memorandum to elected officials from the Department of Elections be substantially the same document as the Election Plan, except as need for budgetary review purposes.

DRAFT

Budget and Policy Committee
Elections Commission
January 18, 2005

DOCUMENTS DEPT.

SEP 28 2007

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER: Chair, Michael Mendelson called the meeting to order at 7:04 pm.

ROLL CALL: Present were Commissioners Michael Mendelson, Richard P. Matthews and Gerard Gleason. Also present were John Arntz, Director of the Department of Elections, Deputy City Attorney, Julia Moll and Betty Packard, Chairperson of the Ballot Simplification Committee.

Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of November 16, 2004. Commissioner Matthews MOVED to approve the minutes, Commissioner Gleason SECONDED. Motion CARRIED.

Discussion of the persistent vacancies on the Ballot Simplification Committee (BSC) and the need to attract and retain qualified applicants to serve on the BSC. BSC member Betty Packard will address the Budget and Policy Committee to discuss possible causes of and solutions to the vacancy problem. This committee compiles the information that goes in the Voter Information Pamphlet (VIP). Ms. Packard gave a brief background of the five-member BSC committee and said that as of their last meeting, the committee had only three members. She explained that the Municipal Elections Code requires the BSC to complete its work 90 days prior to each election. On November 30, 2004, the membership terms expired. On December 15, 2004, the subject of renewal of members went before the Board of Supervisors' Rules Committee and the three members who are appointed by the Board were reappointed. Their terms will be for two years.

At the rules Committee meeting, Ms. Packard said she informed the Committee that the School District and the Newspaper Guild's appointees have not been made and there has been no representation from these appointing authorities for almost three years. The Chairperson of the Rules Committee instructed the Committee Secretary to send a letter to Mayor encouraging him to work to get additional members on the BSC.

Ms. Packard stated that she and the current members do not sign petitions, do not belong to political clubs or organizations and work very hard to maintain a very non-political face because of their involvement in the BSC. Ms. Moll reminded the Budget and Policy Commission that when the BSC was created,

the League of Women Voters, one of the groups which nominate a member to the BSC, did not take positions on ballot issues, but currently the League does take positions. The Elections Commission reviewed this matter and sent a letter to the League of Women Voters regarding the Commission's concern that the League takes positions on ballot measures and, on occasion, pays for ballot argument submissions.

Director Arntz added that he had, at one time, requested that the League not have a member on the BSC because of the League's political involvement, but the League explained that their representative was from a separate entity – a non-political segment – of the organization.

Chairperson Mendelson asked Ms. Packard what would be the best thing the Budget and Policy Committee could do to assist the BSC. Ms. Packard explained that the current members are independent contractors/sole-proprietors/free-lancers of businesses. This means that, as a rule, the members give up a month of every year to work on the BSC and receive nothing in the way of monetary compensation for their sacrifice. She reminded the members that the BSC members have only begun to be compensated for their parking expense in the last four years. Ms. Packard stated that very talented, prospective members have told her that they could not afford to participate without some form of compensation.

Ms. Packard explained that the BSC members sometimes spend two to three hours in the evening going over the materials for the VIP.

Ms. Packard suggested that someone talk to the Mayor about encouraging the School District to make an appointment and that someone should go to the Newspaper Guild and ask if they do, in fact, intend to participate by making a nomination to the BSC, and if not, then their nomination slot should be assigned to another group.

Chairperson Mendelson stated that he felt that these actions were probably not the responsibility of the Elections Commission, but perhaps the Commission could seek a per diem compensation for BSC members.

Commissioner Gleason recalled that the last time the BSC had a full membership was 1999. He said that since that time, the School District and the Newspaper Guild have not put forward replacement members.

Chairperson Mendelson asked Ms. Packard what she thought would be an appropriate per diem amount. Ms. Packard suggested \$50.00 per day.

Chairperson Mendelson asked the Director if this amount was possible within his budget constraints. Mr. Arntz said that currently, as the budget is structured, it was not, however, he would look into the possibility of providing a per diem for the BSC members.

Ms. Moll stated that Board of Supervisor approval is required to authorize a per diem in the Department's budget.

Ms. Packard gave the Committee a demonstration, with exhibits, of how legislation is presented to the BSC, the letters the BSC receives regarding the legislation from interested parties, and the many steps the BSC, with the assistance of the Deputy City Attorney, takes to simplify the information in a more readily understood language for the Voters Information Pamphlet.

Chairperson Mendelson said that the Director and the Deputy City Attorney will need to determine the necessary legislative changes to implement a stipend for the BSC members.

Ms. Packard said that she would attempt to make an appointment with the Mayor to urge him to encourage appointing authorities to make their appointments to the BSC.

Commissioner Matthews suggested that a wider net be cast to obtain members of the BSC. He suggested that there are many "wordsmiths" in areas of employment other than education and newspapers who would be good candidates. Director Arntz agreed that this would be a positive move.

Ms. Moll stated that one does not need to be a member or even be affiliated with the nominating organization to be nominated by that organization, and that persons interested in serving on the BSC could approach the nominating organizations and ask to be considered.

Chairperson Mendelson asked Commissioner Matthews to work with Ms. Packard to report to the Rules Committee the result of conversations with the Newspaper Guild regarding their desire to participate in the nomination of a BSC member, to suggest looking for nominations from a wider base of expertise, to seek a per diem for BSC members and put this information forward in a legislative amendment.

Director Arntz asked the Deputy City Attorney if legislation for a stipend could be before the Board of Supervisors in time for the November 2005 election. Ms. Moll said that there was enough time to present and pass the legislation.

Finally, Director Arntz wanted to commend Ms. Betty Packard for her ten years of work with the Ballot Simplification Committee. Mr. Arntz asked the Commission Secretary and to place in the official record of today's meeting, the report of Ms. Packard continuing to work with the BSC on the first day of that committee's session last year - after she fell and broke her arm and refused to see a doctor until the session ended. Ms. Packard returned to work the following day with her arm in a cast! The dedication of this BSC volunteer is so noted.

Ms. Packard asked that this record report her appreciation for the assistance the Director of Elections, the Elections Department and the Deputy City Attorney have given the BSC.

5. **Discussion and possible action to recommend that the Elections Commission approve an Election Plan Template.** San Francisco Charter section 13103.5 requires that the Elections Commission approve an Election Plan in advance of each election. The template would be used by the Department of Elections to prepare the Election Plan for all future elections. Commissioner Gleason explained that the draft template was to be a starting place for the members to suggest any additions they might want. Director Arntz stated that he had reviewed the draft and that it was an obtainable goal and that he would implement the template.

Chairperson Mendelson said that the template was to be a directory document, not a mandatory one, a non-binding outline that it was subject to change.

Commissioner Matthews said that he absolutely supports the template, but has some suggestions for additions.

Commissioner Gleason suggested that all additions/changes be incorporated and reviewed by the Budget and Policy Committee and the Director before being presented to the full Commission.

DECISION: to recommend to the Commission that members review the template and that the Commission Secretary include all comments/additions from the members into one document to be reviewed by the Budget and Policy Committee before presentation to the full Commission.

6. **Discussion and possible action to recommend how the Department might meet the budgetary reductions requested by the City, and how the Commission might support Department efforts.** The discussion may include adjusting the rates for paid arguments in the Voter Information Pamphlet to reflect the actual cost of publication, or eliminating paid arguments altogether from the Pamphlet, to realize significant cost savings. Commissioner Matthews said that he wanted this discussion to allow the Director to inform the Committee of how it may help to support the Department in his efforts to live within the confines of budget constraints.

Director Arntz reported that the Department had to cut \$1.8M from its budget. HAVA grant money for outreach, closing of purchase orders before those orders were completed, staff layoffs earlier than anticipated, and the Controller's Office's allowing money in the budget to pay for fringe benefits (instead of these monies coming from the Department's personnel budget) have helped to meet the

budget cut goal. The Director said that he plans to make further budget adjustments but that further layoffs were not expected.

Chairperson Mendelson asked the Director when was the last time he had to ask the Board of Supervisors for a supplemental appropriation. Director Arntz replied that he has never had to ask for a supplemental appropriation, however, the Department did request \$75,000 for ethnic media advertisement purchases that was mandated to the Department by the then President of the Board, Matt Gonzales. Mr. Arntz emphasized that the Department has "never" requested a supplemental appropriation in the years he has been Director.

Chairperson Mendelson asked what will be the budget for the new fiscal year. Director Arntz replied that this was difficult to answer because there may be a Special Election in October, however, with the June and November elections only, the budget will certainly be between \$10 and \$12M.

Commissioner Matthews asked about the possibility of increasing rates for paid ballot arguments. Chairperson Mendelson stated that all the Commission could do was to make recommendations to the Board, and that there doesn't appear to be any move to change fees or eliminate the paid arguments.

Commissioner Gleason suggested that one way to make the VIP less voluminous, would be to list the organizations and peoples' names who are in favor or against an argument instead of listing the texts of the arguments. He suggested that groups might combine their ads.

Deputy City Attorney Moll said that the Department might consider doing a survey of voters asking 'What do you find most helpful in this handbook?' Is it the Ballot Simplification Committee Digest, Ballot Arguments, the names under the arguments, or is it the arguments themselves?

Director Arntz stated that he approves of this approach and would be willing to speak to Board members and the Mayor's office about this approach, however, he would prefer that someone else, other than the Department, conduct the survey.

Commissioner Matthews suggested that the City undertake a study to see if it would be possible to go to an all postal return ballot and the monies that could be saved.

Ms. Moll stated that a change in state law would be required for state and consolidated elections.

Director Arntz stated that he could attempt to research this idea and put a report together for the Commission. He suggested that he could put a proposal in the budget to research an all postal return ballot.

Commissioner Matthews suggested that the survey department of the Political Science Department of San Francisco State University might help with this project. The Commissioner said that he would take the lead to ask assistance from the University.

ADJOURNMENT at 8:20 pm

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**MICHAEL MENDELSON, CHAIR
GERARD GLEASON
RICHARD MATTHEWS**

City and County of San Francisco

AMENDED

AGENDA

March 2, 2005
7:00 P.M.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place

Order of Business:

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of January 18, 2005.
4. Discussion and possible recommendations regarding the Department of Elections' draft Budget for fiscal year 2005.
5. Discussion and possible action regarding the report by Commissioner Richard P. Matthews regarding: (a) his communications with the Newspaper Guild regarding their desire to participate in the nomination of a Ballot Simplification Committee (BSC) member; (b) the possibility of seeking nominations from other organizations; and (c) the possibility of seeking a per diem for BSC members.
6. Discussion and possible action regarding the report by Commissioner Gerard Gleason regarding the status of his investigation of rates for paid arguments in the Voter Information Pamphlet (VIP) to reflect the actual cost of publication, or eliminating paid arguments altogether from the Pamphlet, to realize significant cost savings.
7. Discussion and possible action regarding the report by Commissioner Richard P. Matthews regarding obtaining the help of the survey department of the Political Science Department of San Francisco State University to assist in the survey of voters regarding the usefulness of the VIP.
8. Discussion and possible action to recommend that the Elections Commission approve an Election Plan Template. San Francisco Charter section 13.103.5 requires that the Elections Commission approve an Election Plan in advance of each election. The template would be used by the Department of Elections to prepare the Election Plan for all future elections. (Revised proposed template is attached).

9. Discussion and possible action regarding the Fair Political Practices Commission (FPPCs) filings at the Department of Elections with a goal of making a recommendation to the Board of Supervisors.
10. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

PLEASE NOTE:

Commissioner Matthews' suggestions are in bold italics.

Commissioner Chung's suggestions are preceded with this symbol ►

Election Plan
City and County of San Francisco

Name of Election
Date of Election

Introduction

The San Francisco Department of Elections must:

*“... conduct all public federal, state, district and municipal elections in the City and County. . . . [This includes] voter registration; the nomination and filing process for candidates to City and County offices; the preparation and distribution of voter information materials; ballots, precinct operations and vote count; the prevention of fraud in such elections; and the recount of ballots in cases of challenge or fraud.”
(San Francisco Charter, sec. 13.104.)*

Running an election in the City and County of San Francisco requires staffing of more than 500 voting places. Sites must be located, and precinct workers recruited and trained for each precinct. Voter information pamphlets and sample ballots must be prepared and distributed. Absentee ballots must be sent to voters who have requested them or who are registered as permanent absentee voters. In advance of the election, voting machines must be tested, and deputy sheriffs must be assigned and coordinated to pick up voted ballots for transport to the holding facility after the polls close. Ballots and equipment must be transported to each site. Poll workers must arrive at 6:00 a.m. to set up the polling place, then at 7:00 a.m. start to process voters as they arrive, supply voters with ballots, and assist as necessary. They must post and update hourly a list of voters registered in the precinct who have voted. Once the polls close at 8:00 p.m., poll workers must remove the memory pack from the Eagle scanner for pick up and transport to an uplink facility by a Parking and Traffic officer. Voted ballots must be removed from the Eagle scanners and readied for transport to a holding facility. Poll workers must also reconcile the number of unused ballots remaining with the number delivered to the precinct and the number used, after which they must take down the voting booths and ready the equipment for later pick up.

Provisional ballots¹ and those absentee ballots that have been dropped off at a polling place must be delivered to the DOE offices in City Hall. Workers at the DOE

¹ As discussed in greater detail below, provisional ballots are used when a voter claims to be properly registered, but his or her “qualification or entitlement to vote cannot be immediately established upon examination of the index of registration for the precinct[.]” (Cal. Elections Code, sec. 14310(a).)

offices must tabulate ballots, adjudicate provisional and challenged ballots, validate, open and record votes in absentee ballots, and finally canvass and certify the election.

Between elections DOE must maintain voter rolls to ensure that they are as current and accurate as possible.

I. Governing of Election

The upcoming election shall be governed in accordance with

- California Election Code
- San Francisco Municipal Elections Code and applicable Charter Amendments
- United States Voting Rights Acts [dates]
- United States Help America Vote Act [date]
- United States Americans With Disabilities Act [date]
- Actions as directed by the United States Department of Justice to comply with Voting Rights Act, Help America Vote Act or Americans With Disabilities Act.
- Accepted recommendations from the San Francisco Civil Grand Jury
- Previously established administrative procedures which the San Francisco Department of Elections and the Director of Elections deem to be best practices

All operations of the upcoming election shall be in accordance with one, some or all of the above listed *statutes, ordinances, rulings or* guidelines, except for any new procedures or practices which are not covered by any of the above guidelines, but which could affect security of ballots, or confuse voter's understanding or perception of conduct of the election such as the introduction of any new voting equipment or procedures. All new procedures or practices will be fully explained under "New and Unprecedented Practices" (Section X below).

II. Election Summary

1. Offices and Measures to be voted on

a) Consolidated Presidential Primary

President of the United States, (US Senate*), US Representative*[districts], State Senate*[district], State Assembly*[districts],*

State measures [#], County measures [#], Regional measures [#]

Political Party County Committee Members[parties, districts, # seats]*

**may not apply to all party ballots or decline to state voter ballots*

b) Consolidated Presidential General

President of the United States, (US Senate), US Representative [districts], State Senate [district], State Assembly [districts], Board of Supervisors [districts], Board of Education [# seats], Community College Board [# seats], BART [districts], State measures [#], County measures [#], Regional measures [#]

c) Consolidated Municipal

City Attorney, Treasurer

County measures [#], Regional measures [#]

d) Consolidated Primary

Governor, Lt. Governor*, Attorney General*, Secretary of State*, Treasurer*, Controller*, Insurance Commissioner*, Board of Equalization*[district], (US Senate*), US Representative*[districts], State Senate* [district], State Assembly* [districts], Assessor/Recorder, Public Defender*

State measures [#], County measures [#], Regional measures [#]

Political Party County Committee Members[parties, districts, # seats]*

**may not apply to all party ballots or decline to state voter ballots*

e) Consolidated General

Governor, Lt. Governor, Attorney General, Secretary of State, Treasurer, Controller, Insurance Commissioner, Board of Equalization [district] (US Senate), US Representative [districts], State Senate [district], State Assembly [districts], Superintendent of Public Instruction, Board of Supervisors [districts], Board of Education [# seats], Community College Board [# seats], BART [districts], State measures [#], County measures [#], Regional measures [#]

f) Consolidated Municipal

Mayor, District Attorney, Sheriff

County measures [#], Regional measures [#]

g) Special Election

Offices

Measures

Note: municipal offices may be added to vote upon unexpired vacancies.

Additionally, the election plan should make note of the reason (cite election code or other cause) if any office that would usually appear on the ballot is not on the ballot for a particular election. (Example: BART Board of Director, District 7, was not on the ballot for Nov. 2, 2004)

2. Voter Registration numbers
This number should be established at E-85 or E-60; whichever is convenient for the Department of Elections. For the Election Plan, the numbers for registration by political party are only relevant to Primary Elections causing separate ballots to be produced.
3. Number of precincts
4. Number of poll workers required
 - ▶ ○ What languages
 - ▶ ○ How many poll workers are required for each language
 - ▶ Bilingual Poll Workers – a bilingual poll worker should be placed at a precinct if 3% of the voters are limited English proficient and share a common language. Assignment letters sent prior to election day should inform inspectors that their polling place requires bilingual staffing. A graphic representation of the number of bilingual poll workers assigned to all the precincts should be included in the Election Plan.
5. Voting equipment to be used at precincts
6. Number of Permanent Absentee Voters
7. Ballots
Number of ballot types, languages, number of cards and format

[Include diagram of SF map that shows ballot types—grey scales and numbers are fine; no color needed. It is sufficient to make the point that there are dozens of ballot types; precise boundaries are not needed for this document.]

For Primary Elections- a brief explanation of procedure to track issuing of partisan ballots requested by voters not registered with a specific party.
8. Voter Information Pamphlet & Sample Ballot
Size and mailing date, languages and numbers

III. Critical Dates and Deadlines

- Candidate Filing Deadlines
- Write-in Candidate deadlines
- Ballot argument deadlines
- Voter Information Pamphlet inspection period
- Begin mailing ballots for overseas voters
- First day for Early Voting (dates & hours including weekends)
- First day for mailing absentee ballots
- Deadline for Voter Registration.
- Last day to mail Voter Information Pamphlet
- Last day to request Absentee ballot be mailed
- First Day processing absentee ballots
- Election Day (hours polls are open, location of City Hall absentee voter station, deadline requirements for absentee ballots)
- *First day of processing provisional ballots*
- *Dates of releases of RCV data sets (in elections which use RCV)*
- Deadline for Certification of Election

IV. Security and Distribution of Ballots before and on Election Day

[Include brief paragraph showing Charter provisions about Sheriff's department providing security.]

1. Absentee Ballots
 - Location of fulfillment of unvoted absentee ballots
 - Date of beginning mailing of absentee ballots
 - Location of secured, returned, voted absentee ballots
2. Precinct Ballots
 - Location of distribution of unvoted precinct ballots
 - Dates precinct ballots will be distributed to polling place inspectors
3. Securing Voted Ballots During Election Day
 - *[If appropriate] The bins attached to the Eagle optical scanners contain internal barriers which separate ballots that have votes for write-in candidates from those that do not. These barriers can break when the bins get too full, which can happen in elections with high voter turnout and numerous ballot cards per voter. Therefore, to protect the integrity of the write-in ballot process, Sheriff deputies will visit appropriate polling places during the middle part of the day to observe the Election Inspector's*

removal of ballot cards from the bins and placement into bags to be sealed and signed by the Inspector and Sheriff deputies.

V. Transporting and Securing Precinct Ballots and Vote-Recording Devices after the Polls Close on Election Day

1. Vote-Recording Devices
 - Eagle Memory Packs (or similar device)
 - PCM Cards (or similar additional device required)
 - Locations of Central Ballot Count uplinks
2. Paper Ballots
 - Voted and processed precinct ballots
 - Unvoted ballots
 - Provisional and precinct delivered Absentee Ballots

VI. Ballot Processing

1. Absentee Ballots

In San Francisco, an absentee ballot is placed directly into the return envelope, which the absentee voter must sign. The envelope also has a label with the voter's name and address printed on it. Upon receipt at DOE, the signature on the absentee ballot envelope is compared to the voter's signature on file (Cal. Elections Code, sec. 3019), and the voter is noted on the computerized database as having voted. Properly submitted ballots are then sorted by precinct.

Bins of sorted absentee ballots are then opened by a worker who slides the top of the envelope through a slicing machine and then extracts the ballot from the envelope and stacks them, all while keeping the side of the envelope with the voter's identifying information facing downward so as to protect the voter's secrecy. The envelopes are retained and later counted as a double-check on the number received and counted. Extracted ballots are then delivered to automated scanning machines in the DOE offices.

If a voter's absentee ballot is received more than approximately ten days prior to the election, the fact that the voter has already voted will be noted in the voter roster at the precinct polling place. If the voter has requested an absentee ballot, that fact also will be noted in the roster and the voter will have to surrender the absentee ballot before being allowed to vote, or will have to cast a provisional ballot.

All absentee ballots are processed and, if in compliance with all laws, will be counted. This is contrary to the incorrect urban legend that absentee ballots are counted only if contests are close enough that they could change the outcome.

- Date to begin processing and location for processing absentee ballots
- Date to begin processing precinct (Election Day) delivered absentee ballots
- Procedure for processing absentee ballots

2. Precinct Ballots

- Procedure for processing ballots and precinct Vote-Recording devices at uplink sites (Central Ballot Count locations)

3. Provisional Ballots

different ballot types will be used in San Francisco in this election, owing to the various boundaries and intersections of Congressional district, county supervisorial districts, state assembly districts, and state senate districts. As explained elsewhere in this document, a vote cast provisionally using the wrong ballot type might not be counted.

Provisional ballots require individual adjudication in which a DOE employee compares the signature on the pink envelope to the voter's signature on file, uses a computer to attempt to identify the voter, determines whether and where the voter is registered, and determines which ballot type the voter should have used according to the voter's current residential address. The computer system then decides whether the ballot type used and that which the voter should have used are sufficiently similar to permit the ballot to be counted. If the ballot type is not sufficiently similar or included more contests than the voter's correct ballot type would have offered, the ballot is not counted. Provisional ballots also are not counted if the identity of the voter cannot be determined, if the pink envelope is not signed, if the envelope is not sealed, if no residential address is provided, or if correct identification was not offered when required. [This paragraph should be edited to include HAVA provisions re federal offices.]

All provisional ballots are processed and, if in compliance with all laws, will be counted. This is contrary to the incorrect urban legend that provisional ballots are counted only if contests are close enough that they could change the outcome.

4. Damaged and Remake Ballots

- Procedure and guidelines for "remaking" damaged ballots

5. Write-In Votes

- Procedure and guidelines for tabulating write-in votes

VII. Election Results Reporting

1. Reporting Results on Election Night After the Polls Close
2. Updates: Reporting of Results after Election Day
3. Reporting Results for Rack Choice Voting Elections
4. Final Report and Certification of Election Results
 - Canvass Procedures

VIII. Voter Education and Outreach

- ▶ • Language assistance
- ▶ • Language assistance-Outreach and Assistance
 - ▶ ○ How was need identified?
 - ▶ ○ How is the need being addressed?

▶ Language assistance –

Voters are not required to read, write or speak English in order to vote. The following federal, state and local laws require the San Francisco Department of Elections to provide Chinese and Spanish bilingual assistance to voters who are limited English proficient:

- Special mailings to voters
 - ▶ Before each election the Department should send letters to registered voters whose country of origin is not the United States and who have not requested materials in Chinese or Spanish to inform them that Chinese and Spanish language materials are available.
- Community Presentations
 - ▶ Three months before each election, the outreach team should meet with community organizations to develop an appropriate outreach plan. There should be adequate bilingual staffing for presentations in the Chinese and Spanish speaking communities.
- Information Phone Bank and Department Website

 - ▶ There should be an adequate number of bilingual personnel to staff the information phone bank at least a month before the election and throughout election day.

- Disability Voter Assistance

► • Department Website

- The Department Website should post all translated documents. The availability of bilingual assistance should also be clearly indicated on the website in Chinese and Spanish.

IX. Poll Worker Training and Recruitment

Training over 2,000 poll workers per election is accomplished in an estimated ___ classes held in various locations over a two week period in late October. The classes are broken into the following categories: Experienced Inspector, Inexperienced Inspector, Experienced Clerk...

The poll worker training manual is available for inspection in the Department of Elections.

X. New and Unprecedented Practices

Guidelines

The Election Plan should be presented by the Director of Elections at a period between 80 and 55 days before the election. As the Department of Elections may not have all procedures established or may need flexibility in planning the election, a Supplemental Election Plan is acceptable and should be expected as long as it is submitted at least ten days prior to the election. At that time, the location of the Central Ballot Count (as publication required by CEC§ 12109) can be included in the Supplemental Election Plan.

The Election Plan should be labeled for public review as follows:

Submitted (date)

[] Accepted by the Elections Commission of the City & County of San Francisco

[] Accepted by the Elections Commission of the City & County of San Francisco with the attached amendment(s)

[] Not accepted by the Elections Commission of the City & County of San Francisco

Copies of the Election Plan should be posted in the offices of the Department of Elections and made available to the public. The Election Plan should also be posted on the Department of Elections website.

Unsolicited courtesy copies of the Election Plan may be distributed to elected officials of the City & County of San Francisco if the Department of Elections so chooses, however no copy of the Election Plan should be distributed to elected officials prior to making the document available to the general public, nor should any other memorandum to elected officials from the Department of Elections be substantially the same document as the Election Plan, except as need for budgetary review purposes.

DRAFT

Budget and Policy Committee
Elections Commission
March 2, 2005

DOCUMENTS DEPT.

SEP 28 2007

SAN FRANCISCO
PUBLIC LIBRARY

- 105
1. **CALL TO ORDER:** Chair, Michael Mendelson called the meeting to order at 7:00 pm.
 2. **ROLL CALL:** Present were Commissioners Michael Mendelson, Richard P. Matthews and Gerard Gleason. Also present was John Arntz, Director of the Department of Elections.
 3. **Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of January 18, 2005.** Commissioner Matthews MOVED to approve the minutes, Commissioner Gleason SECONDED. Motion CARRIED.
 4. **Discussion and possible Recommendation regarding the Department of Elections' draft Budget for fiscal year 2005.** Director John Arntz reported that the Budget had been presented to the Controller's Office on February 22nd. The expenditures can decrease, but not increase except through the Mayor's Budget Office. The DoE's division managers were responsible for submitting their expenses for staffing, equipment and materials.

Chairperson Mendelson called to the Committee's attention that the process is being conducted pursuant to Section 19.05 of the City Charter, which states that it is up to the Board of Supervisors to determine what the Department's budget will be.
 5. **Discussion and possible action regarding the report by Commissioner Richard P. Matthews regarding: (a) his communications with the Newspaper Guild regarding their desire to participate in the nomination of a Ballot Simplification Committee (BSC) member; (b) the possibility of seeking nominations from other organizations; and (c) the possibility of seeking a per diem for BSC members.** Commissioner Matthews reported that he has not yet communicated with the guild, however he has learned that the Chairperson of the BSC, Ms. Betty Packard, has been able to locate an additional member for the Committee. The Director added that he had spoken with the director of the guild who was receptive to nominating the candidate that Ms. Packard proposes. The Director made it clear that he is not actively involved in the selection but did make the initial contact with the guild about the need for an appointment and a possible candidate.

Commissioner Matthews said that he has two goals for his involvement regarding the BSC; (1) to cast a wider net for membership and (2) to question the propriety of having an appointing body for membership be involved in the endorsement of the language for issues and candidates on ballot measures. He said he wants to move toward a system where active political groups are not participants in the appointing process.

6. **Discussion and possible action regarding the report by Commissioner Gerard Gleason regarding the status of his investigation of rates for paid arguments in the Voter Information Pamphlet (VIP) to reflect the actual cost of publication, or eliminating paid arguments altogether from the pamphlet, to realize significant cost savings.** Commissioner Gleason reported that he spoke with former Commissioner Brenda Stowers who had researched this issue and produced a previous written report of her findings. He said that, as he found out from former Commissioner Stower's report, the decision to allow paid arguments was approved by the City thirty years ago and that changes in election law and budget issues cause this issue to be revisited once again. Currently the Department has reached the end of maximum production efficiency such as lighter paper for postal sorting that could reduce the cost of the VIP. There are no real, additional savings to be realized considering the current format. If there is an election where several controversial items are on the ballot, the DoE could easily end up with a three-hundred and sixty page VIP which would put the book over a pound in weight. When this happens, the Department will be in trouble. Commissioner Gleason said that he and former Commissioner Stowers discussed that the previous forum of discussion regarding the issue, was at an election Commission meeting where interested parties were only able to give 3 minutes input and there was no back-and-forth discussion to come up with possible remedies. The real solution may be a future forum or summit where interested parties could discuss their points of view for more than three minutes and allow for a dialog to come up with a possible solution. He reminded the Committee that the Commission cannot take any action other than to make its recommendation known to the Board of Supervisors. Commissioner Gleason suggested that a sit-down discussion or summit was necessary.

Not only is there the cost issue, but a fairness issue as well, he said. The fairness comes into play when the VIP is so big that delivery to each voter by the post office is difficult. In areas with condensed housing structures, the delivery to each citizen will be more time consuming for the postal delivery person than the single dwelling homes in areas like Pacific Heights. The larger the book gets, the more difficult it is to fairly deliver to all voters in the same time period. While the Department of Elections can monitor postal deliver, it cannot control this distribution once it's in the post office. The production and dissemination of the VIP accounts for 9% of the DoE's budget.

Public Comment. *David Pilpel* stated that costs for the VIP should be covered by those who submit arguments. Further, he said that if the costs are not

covered by the submitters and that the Board of Supervisors should examine all the costs and determine what the rate for the paid arguments should be. If the Board set the rate at an amount lower than the actual costs, then the balance should come to the DoE from the General Fund.

Commissioner Gleason said that he would be willing to take the lead to organize a forum on this subject sometime in the future.

7. **Discussion and possible action regarding the report by Commissioner Richard P. Matthews regarding obtaining the help of the survey department of the Political Science Department of San Francisco State University to assist in the survey of voter regarding the usefulness of the VIP.**

Commissioner Matthews reported that he had spoken with semi-retired professor of the Political Science Department, Rich DeLeon, who advised that a firm called PRI, in Daly City, will be conducting a citizen survey on behalf of the Controller's Office, and perhaps the DoE can partner in the survey and insert three to five questions regarding the usefulness of the VIP.

The two issues for which answers will be sought in the survey are: usefulness of the VIP and how citizens would feel about an all-postal-return ballot.

Commissioner Matthews stated that, with the approval of the Budget and Policy Committee and after conferring with the Director regarding what the Director wants to study regarding paid argument, he would set a meeting with the Controller to suggest the partnership in the survey.

Public Comment. *David Pilpel* said the citizen survey is of residents, not voters.

8. **Discussion and possible action to recommend that the Elections Commission approve an Election Plan Template. San Francisco Charter section 13.103.5 requires that the Elections Commission approve an Election Plan in advance of each election. The template would be used by the Department of Elections to prepare the Election Plan for all future elections.** Commissioner Gleason said that his goal for the template was that be approximately 80% boiler plate and that it could be used for each election, with minor changes such as names and dates of elections.

Commissioner Gleason suggested that there be a map of the precincts at which there will be bi-lingual poll workers.

Public Comment. *David Pilpel* said that he would like to see observers mentioned in the election plan.

Commissioner Mendelson suggested that there be a notation on the Election Plan template that reads, "This election plan is merely a plan, has no legal force and effect and is non-binding and is for informational purposes only."

Commissioner Matthews MOVED that the Committee recommend to the full Commission that it approve the draft template as edited at the Budget and Policy Committee meeting of March 2, 2005, for submission to the Director for his use to create his election plan. Commissioner Gleason asked to add that the template would be re-evaluated after the election to assess its success and to determine whether to continue use of the template. The MOTION CARRIED.

9. **Discussion and possible action regarding the Fair Political Practices Commission (FPPCs) filings at the Department of Elections with a goal of making a recommendation to the Board of Supervisors.** Director Arntz stated that he did not want the Commission to make a recommendation to the Board at this time. Item was HELD TO THE CALL OF THE CHAIR.

ADJOURNMENT was at 8:13 pm.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**MICHAEL MENDELSON, CHAIR
GERARD GLEASON
RICHARD MATTHEWS**

City and County of San Francisco

AGENDA

**April 6, 2005
7:00 P.M.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place**

Order of Business:

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of March 2, 2005.
4. Discussion and possible recommendations regarding the planning for the Elections Commission's Paid Arguments Summit.
5. Discussion and possible action regarding the report by Commissioner Richard P. Matthews regarding his meeting with the Controller regarding a survey partnership that will include questions to determine citizens' evaluations of the Voters' Information Pamphlet.
6. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

Budget and Policy Committee

Elections Commission

April 6, 2005

DOCUMENTS DEPT.

SEP 28 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **CALL TO ORDER:** Chair, Michael Mendelson called the meeting to order at 7:02 pm.

2. **ROLL CALL:** Present were Commissioners Michael Mendelson, Richard P. Matthews and Gerard Gleason. Also present was John Arntz, Director of the Department of Elections and Deputy City Attorney Julia Moll.d

3. **Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of March 2, 2005.** Commissioner Matthews MOVED to approve the minutes, Commissioner Gleason SECONDED.

The Motion CARRIED.

4. **Discussion and possible recommendation regarding the report by Commissioner Richard P. Matthews on his progress in having the Controller incorporate into the Citizen's Survey questions regarding citizen's opinions about physical polling places in their neighborhood (as opposed to all-postal-return balloting), and questions about their opinions of some components in the Voters' Information Pamphlet.** Commissioner Matthews reported that Director John Arntz had been in communication with the Controller's office and asked him to report his progress regarding this item. Mr. Arntz said that the person in the Controller's office to whom he wanted to speak was on vacation and had just recently returned. Mr. Arntz said that he would be able to report back at the next Committee meeting. Chairperson Mendelson asked if timing was essential to get the DoE's questions in the Citizen's Survey.

Mr. Arntz said that it was too late to participate in that survey, but that the DoE may have to issue it's own survey instead.

5. Discussion and possible action regarding impacts of continuation of Paid Arguments in the Voters' Information Pamphlet (VIP). Commissioner Gerard Gleason MOVED that the Committee recommend that the Commission organize a public forum to discuss whether the Department continue to publish paid ballot arguments in the VIP. Commissioner Gleason said that he was in favor of tabling this item until the citizen survey regarding the helpfulness of the VIP is completed.

Chairperson Mendelson said that there were two relevant pieces of information necessary before this item could be ready for action: 1. The Citizen Survey, 2. Information regarding the costs of the VIP. Commissioner Matthews asked Commissioner Gleason if the results from the survey were not available until next year, does this mean the Commission is to put its efforts on hold? Commissioner Gleason said that the DoE has to prepare for a November election and would probably not be able to do this for the current year. He said that if we do the survey, we would have to handle the costs ourselves.

Public Comment – *David Pilpel* suggested a survey in the upcoming VIP that would be compiled early enough in 2006 to make legislative changes.

Commissioner Matthews reminded the Commission that the survey, to be relevant, must include not just the voters who use the VIP, but those who do not, as well.

6. Update of the Department's recent issuance of a Request for Proposal for a new voting system by the Director. Chairperson Mendelson reported that this item will be discussed at the next meeting due to a posting error in which it did not appear on some agendas.

ADJOURNMENT at 7:25 pm.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**MICHAEL MENDELSON, CHAIR
GERARD GLEASON
RICHARD MATTHEWS**

City and County of San Francisco

AGENDA

**May 4, 2005
7:00 P.M.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place**

Order of Business:

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to approve the minutes for the Budget and Policy Committee meetings of March 2, 2005 and April 6, 2005.
4. Update of the Department's recent issuance of a Request for Proposal for a new voting system by the Director.
5. Discussion and possible action to recommend that the Commission approve and make the Department of Elections' Outreach Plan the official policy of the Elections Commission.
6. Discussion and possible action to propose an amendment to the Bylaws regarding the procedures for the election of Commission President and Vice President.
7. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT



DEPARTMENT OF ELECTIONS

VOTER OUTREACH AND EDUCATION PROGRAM FOR THE NOVEMBER 8, 2005 MUNICIPAL ELECTION

(Revised 4/21/2005)

I. INTRODUCTION

II. OBJECTIVES

III. STRATEGIES

IV. MEASUREMENT

V. CONCLUSION

ATTACHMENTS

A. Proposed Budget

B. Proposed Program Calendar

I. INTRODUCTION

Federal and State laws require each county to develop a voter outreach program to increase registration and participation in the electoral process. Federal regulations, along with guidelines provided and monitored by the Department of Justice, require each program include education on the Voting Rights Act (language accessibility), the Help America Vote Act (provisional voting, procedures for overvotes and requesting a new ballot, accessible voting systems for the disabled), and the provisions of Title 42 United States Code 1973 (42 USC) relating to the National Voter Registration Act, equal access for the elderly and disabled, and application of the Uniformed Overseas Citizen Voting program.

State regulations, along with guidelines provided and monitored by the Secretary of State, provide for a program developed from mandates found in the California Code of Regulations (Title 2, Division 7, Chapter 1, Article 3) and California Elections Code requiring specific goals to increase, promote, and encourage the registration of voters; consult with and solicit the support of interested citizens and organizations as to outreach methods and established priorities for the program; establish a budget and schedule of events, and solicit assistance from all levels of local government. The California Elections Code further imposes regulations for each county to establish voter registration places throughout the county, hire deputy registrars (including bilingual deputy registrars), minimize obstacles and encourage non-English speaking citizens to register and vote, and maintain voter registration of all citizens at the highest level possible.

Additionally, San Francisco's program must also satisfy conditions set forth by the Secretary of State's Office under the conditional certification to use Election Systems and Software's ranked-choice voting software in the November 8, 2005 election. Under this certification, the Department must conduct a ranked-choice voting public education program that must emphasize ballot layout design to ease voter confusion for use of ranked-choice voting.

Locally, San Francisco's Administrative Code sets forth provisions for "Equal Access to Services" calling for each city department to provide multilingual services to those with limited English-speaking skills. Adopted in 2001, the law calls for departments to maintain bilingual employees and utilize those employees in public contact positions, annual review of the concentrated number of limited English speaking persons for whom to provide services, and translation of all materials provided by the department, such as: applications or forms to participate in a department's program or activity; notices advising limited English-proficient persons of all services including language assistance; and materials explaining a department's services or programs. Departments are also required to post notices in the public areas of their facilities indicating that written materials and staff that speak the language(s) are available.

The San Francisco Department of Elections has drafted this Voter Outreach and Education Program for the November 8, 2005 election¹. The Program applies methods used in the 2004 Ranked-Choice Voting (RCV) Public Education Program, along with new strategies and tools developed for the upcoming election. The Voter Outreach and Education Program details both a program supported by the Department's staff, as well as a separate grant program component through which the Department would support community organizations and develop election specific priorities that focus on different methodologies for registering qualified voters and

educating specific target communities on new voting methods, new voting systems, changes in election law, and/or the importance of voter participation.

II. PROGRAM OBJECTIVES

Primary Objective: The Department of Elections has obligations to comply with the above Federal, State, and local mandates, has met those obligations in the past and must continue to meet those obligations in the future through development and implementation of this Voter Education and Outreach Program. Some of the outreach methods described include ideas gathered through past experiences, consultation with staff members from the Department of Justice and the Secretary of State, as well as meetings with local government and community organizations. As mentioned above, the November 8, 2005 Outreach and Education Program incorporates specific objectives from the 2004 RCV education plan as well as criteria governed by California's Elections Code and Code of Regulations, the Voting Rights Act, the Help America Vote Act (HAVA), provisions of 42 USC 1973 relating to access for the elderly and disabled, and San Francisco's Equal Access to Services ordinance.

This Program would educate voters about the ranked-choice voting method, identify and register qualified electors, provide an accurate understanding of election laws and voting procedures (Federal, State, and local), increase public awareness and participation in the election process including awareness about services for elderly and disabled voters, attempt to maintain a level of communication about registration and voting in general, develop consistent and defined outreach messages and incorporate them into outreach materials, and continue to track outreach efforts comprehensively to assess applied methods.

The Department would accomplish its primary objectives by taking a broad approach to deliver voter information to San Francisco voters and the public at large through implementation of different outreach mechanisms. These outreach methods are in addition to the day-to-day activities necessary to maintain up-to-date voter rolls and general election notices required by law. These general activities include mailing of voter registration forms based upon individual or group requests, keeping a sufficient supply of voter registration forms and brochures at selected locations around the City, sending address confirmation or voter notification cards (new voters, voters on the "inactive" rolls, and those with changes to their records), required notices to permanent absentee voters prior to and following certain elections, and important pre-election reminders to mail ballot voters about voting by mail. The Department continues its working relationship with the Department of Motor Vehicles (in compliance with NVRA), the Department of Public Health, and the Department of Corrections to maintain clean voter rolls.

Additionally, the Department also recognizes the need to target particular communities with specific voter outreach and education-related topics and increase assistance in those communities on election day². Target communities include: first time voters, populations protected under the Voting Rights Act (for San Francisco, language accessibility applies to Chinese and Spanish-speaking voters with limited English-language skills), seniors, disabled persons, citizens living in areas with historically low voter turnout, and younger voters³.

Secondary Objective: The Voter Education and Outreach Program is also designed to increase the public's awareness of the services the Department provides such as multilingual voter services, paid return of absentee ballots, provisional and curbside voting, tours of the office, candidate "brown-bag lunch", multilingual poll worker training, the student poll worker program, and a variety of information provided through the Department's web site. This objective can be achieved through personal interaction with individual voters (voter initiated contact, tabling events, and door-to-door canvassing) collaboration with local agencies and community-based organizations by establishing relationships that facilitate the dissemination of voter information to target communities.

The Department plans to further accomplish this secondary objective by developing and administering a voter outreach and education grant program. The voter outreach and education grant program would fund neighborhood and community-based organizations to provide information about language accessibility voting rights as specified by the Federal and State law, absentee and polling place voting, voting system accessibility regulations, provisional voting, and other voting information that could be designed for specific target communities. Selected grantees would also provide ranked-choice voting education services to assist this office in conducting the first citywide outreach drive for San Francisco's new voting method, as well as identify and register qualified electors.

III. STRATEGIES

1. Topic Creation

This section outlines the topics that would be communicated to voters and the public at large about the voting process in San Francisco. Outreach topics should include, but not be limited to, the following:

- Ranked-Choice Voting
- Voter Registration & Eligibility (citizenship, first-time voters, felony convictions)
- Absentee and Early Voting
- HAVA Requirements, including Provisional voting, and spoiled ballot procedures
- Multi-Lingual Voters Services (Voting Rights Act)
- Services Available to Disabled Voters
- Finding Your Polling Place and Voting at the Polls
- Poll Worker and Polling Place Recruitment
- New Election Laws and Procedures

2. Mechanisms

The "Mechanisms" are the various outreach methods and tools that would be used to disseminate the messages outlined above to San Francisco voters and the public at large. Federal, State, and local requirements specify this Office provide multilingual services to those voters with limited English-speaking capabilities. Therefore, all materials and brochures, announcements, publications, polling place signs, and information found on the Department's web site or provided directly to the voters must be made available in Chinese and Spanish. A brief explanation of each mechanism is described below.

a. Brochure and Poster Distribution

The Department would produce educational brochures and posters highlighting key outreach topics. These brochures and posters would be distributed throughout San Francisco through community presentations, street fairs and festivals, door-to-door canvassing and registration drives. Copies of all brochures and posters would be made available for distribution to community and religious organizations, with electronic versions available for download from the Department's website.

In compliance with the Voting Rights Act and San Francisco's Equal Access to Services ordinance, voter education and all election-related materials must be translated into Chinese and Spanish. In order to gather information on the needs of the Department to target voters and areas of the City in disseminating materials in such languages, the Department has designed a multilingual services request form that can be available at the Department, on the Department's web site, distributed at outreach events and provided to the community organizations for additional distribution. In the recent past, the Department has also provided most educational materials in Russian, Vietnamese and Tagalog where the need was evident.

To reach out and educate individuals with sight impairment, CD and Braille versions can also be produced and distributed.

b. Community Presentations

The Department would closely explore opportunities that exist throughout the city to present voter information to San Francisco voters face-to-face. The presentations would be conducted at locations such as community centers, schools, places of worship, entertainment and charity events, and organization meetings. Presentations must be conducted in English, Cantonese, Mandarin, Spanish, and Russian. To accomplish this goal successfully, the Department would need to hire bilingual deputy registrars (outreach coordinators) in order to communicate effectively in the voter's spoken language. The Department also plans to explore collaborating with other City departments who conduct community events as another way to circulate registration and election informational materials.

The Department would also use other formats to educate voters face-to-face such as, in depth presentations to the first-time voters, one-on-one voter education, hands-on voting machine practice sessions with the Eagle optical scan voting machine, participation in street fairs and festivals, registration drives, door-to-door canvassing, and tabling at commercial outlets.

Additionally, the Department would also continue its association with the San Francisco County Correctional Facilities Prisoner Legal Services (PLS) whose staff operates the Inmate Registration and Voting Program⁴. The PLS program is designed to provide voting materials and assistance to individuals imprisoned or awaiting trial that are eligible to register to vote and request an absentee ballot. The Department provides the necessary information and materials to the PLS liaison who then educates the populace and facilitates the registration and voting of those eligible individuals.

To accomplish these outreach activities, the Department would produce various educational tools such as large-format dry-erasable ballots, large-format Supervisorial District maps, and Power Point presentations. All educational tools must be produced in English, Chinese, and Spanish.

c. Community Newsletters

The Department would work with community organizations to disseminate voter information to San Francisco voters and the public at large using the organizations' existing community newsletters provided in traditional mailing, website, and email formats. The Department would also seek to use community organizations current mailing lists to target specific communities with voter information. The Department would provide translated information to the community organizations that serve voters with limited English skills, and as mandated by the Voting Rights Act and San Francisco's Equal Access to Services ordinance. The Department would not only provide such information in Chinese and Spanish but would also seek to provide information in Vietnamese, Tagalog, and Russian as done in the past.

d. Mailings

The Department would conduct multiple informational mailings highlighting important voter information to registered voters in San Francisco. Each mailing message and content would vary depending on target audience. Such targeting might include new citizens and first time voters to explain absentee or polling place voting in San Francisco, letters to frequent absentee voters who may wish to learn about permanent absentee voting, and multilingual voter services the Department provides. All mailings must be translated into Chinese and Spanish, in accordance with the Voting Right Act and San Francisco's Equal Access to Services ordinance.

The Department would also produce a separate mailing that would specifically describe ranked-choice voting. The Secretary of State's directive contained in the conditional certification of the ranked-choice voting system calls for educating voters on marking the ranked-choice ballot. To comply with this directive and prepare for the citywide ranked-choice contests this coming November 2005, the Department would send this trilingual mailer informing all voters they will be electing the City Attorney and Treasurer using ranked-choice voting, and would contain basic information about ranked-choice voting, an image of the ranked-choice ballot, and instructions on where voters can find additional information. The Department plans to mail the flyer the third week of August, so that it reaches absentee voters before the start of early voting.

e. Media

The Department would utilize the media to communicate important voter information to San Francisco voters and the general public by actively engaging local media. The Department would produce public service announcements, purchase airtime and ad space with local media outlets, and send press releases informing the media of important election related events and dates. The Department would also hold a press briefing at the start of early voting to allow members of the media to tour the Department.

The Department would also utilize the press that serves those whose primary language is not English. Bilingual outreach coordinators would actively solicit interviews and offer tours with Chinese, Spanish, and Russian language television and radio stations. Bilingual coordinators

would also hold press briefings to emphasis multilingual voter services along with other important outreach messages to ethnic communities.

Public Service Announcements

The Department would produce 30-second public service announcements for both radio and television advertising important voter information, including, but not limited to, announcements about voter registration rules and deadlines, absentee and early voting procedures and deadlines, and multi-lingual voter services. Public service announcements would be sent to all local television and radio stations with requests for airplay beginning the second week of September.

All public service announcements must be produced in English, Cantonese, Mandarin, and Spanish, in accordance with the Voting Rights Act⁵ and San Francisco's Equal Access to Services ordinance.

The Department would also produce 30-second public service announcements advertising the first citywide use of ranked-choice voting in San Francisco for the November 8, 2005 election. A list of potential television and radio stations follows:

Television Stations

- | | | |
|--------|-------------|--------|
| • KICU | • KBWB | • KDTV |
| • KTVU | • KGO | • KFSF |
| • KKPX | • KPIX/KBHK | • KMPT |
| • KTSF | • KNTV | • KSTS |
| • KCNS | • KRON | • KQED |

Radio Stations

- | | | |
|--------|-------------|----------------------------|
| • KOIT | • KITS/KLLC | • KNEW |
| • KMEL | • KYCY | • KISQ |
| • KGO | • KCBS | • KEMR /KSOL |
| • KABL | • KFOG/KFFG | • KMK |
| • KYLD | • KFRC | • KUSF |
| • KKSF | • KBAY | • KZBR |
| • KIOI | • KALW | • KSOL/KSQL |
| • KDFC | • KALW | • KVVF |
| • KPOO | • KFFG | • KBRG |
| • KEST | • KNBR | • KLOK |
| • KBLX | • KTCT | • Sing Tao Radio Cantonese |
| • KVVN | • KQED/KQEI | • Sing Tao Radio Mandarin |
| • KVTO | • KSFO | |

Paid Public Service Announcements

The Department would also purchase airtime on local Chinese and Spanish radio stations for public service announcements specific to the ranked-choice voting procedures. As mentioned throughout this outreach program, the Secretary of State's conditional certification requires the

Department to provide additional voter education for ranked-choice voting and Federal mandates require all election related information is provided in multilingual formats. Large portions of the City's limited English-speaking voters gather important information through their respective language media. If the Department were to purchase this airtime specific to ethnic media, the broadcasts would potentially begin on October 3, 2005, with a possibility of 300 spots. A list of potential radio stations that would air paid advertisement follows below:

- KSOL/KSQL
- Sing Tao Radio Cantonese
- KBRG
- KVVF
- Sing Tao Radio Mandarin
- KLOK

Print Advertising

Another goal for outreach and education this November is to launch a print advertising drive that would focus on voter information announcing voter registration rules and deadlines, absentee and early voting, multi-lingual voter services, becoming a poll worker, the ranked-choice voting method and other election matters. All advertisements would also be produced and distributed in English, Chinese, and Spanish to meet the obligations of the Voting Rights Act and Department of Justice's guidelines for compliance, as well as San Francisco's Equal Access to Services ordinance.

The objective is to commence running these ads monthly, beginning in August, in all 17 of the San Francisco Neighborhood Newspapers. A list of the San Francisco Neighborhood Newspapers appears below:

- Castro Star
- Central City Extra
- El Tecolote (Spanish)
- Haight-Ashbury Beat
- Noe Valley Voice
- Sunset Beacon
- Marina Times
- North Beach Journal
- West Portal Monthly
- New Bernal Journal
- Richmond Review
- Western Edition
- New Fillmore
- San Francisco Bay View
- West of Twin Peaks
- New Mission News
- San Francisco Downtown
- Observer

During that same timeframe, the department would run weekly advertisements in other major San Francisco English newspapers as well as Chinese, Spanish, and Russian language newspapers. A list of the newspapers that advertisements would run in follows below:

- San Francisco Chronicle⁶
- World Journal
- Kstat
- San Francisco Examiner
- Tsing Tao Daily
- San Francisco
- El Mensajero
- El Latino
- Bay Guardian

f. Website

The Department would like to further develop the website to include an interactive area on the Voter Outreach and Education page that would contain both general and detailed voter information. It would allow users to browse, ask questions, and make comments about various outreach topics.

The webpage would include a list of frequently asked questions, a glossary of election terms, information on different multilingual voter services provided by the Department, and a calendar

of all outreach events. All voter education materials would be available for download, including brochures, posters, public service announcements, and educational videos.

In accordance with the Voting Rights Act, all information on the Department's webpage must continue to be available in English, Chinese, and Spanish.

Additionally, the Department would update and enhance the ranked-choice voting flash site by adding an interactive flash demonstration of how the ranked-choice voting ballot counting process works. The City's web content must be compliant with the Americans with Disabilities Act (ADA). Because Flash animation and other interactive features are not ADA compliant, it cannot be posted on the City's website. For this reason, the Department must fund an alternative website to host these features, for a goal of about four months beginning in August with this interactive ranked-choice voting flash feature.

g. Ranked-Choice Voting Educational Video

The Department plans to update the ranked-choice voting educational video for the November 8, 2005 scheduled election. Copies of the educational video would be widely distributed to neighborhood and community-based organizations to play and distribute at their offices and scheduled events, and used as the primary mechanism to educate poll workers about ranked-choice voting. This video can also be available for viewing at City Hall during early voting, and also offered to any voter to take home for further viewing. This video would be produced in English, Spanish, Cantonese, Mandarin, and Russian. Each video would also be produced with open captioning for the deaf and hard of hearing.

h. Community Grant Program

The Department hopes to issue a Request For Proposal (RFP) for ranked-choice voting outreach and education services in the community. The Department would review and score each proposal to determine which organization best meets the required criteria and qualify for a grant award. If no qualified responses to the Department's RFP are received, grant funds would be used by the Department to provide voter outreach and education services to those respective neighborhoods and/or target communities.

The Department would award grants funds to provide ranked-choice voting outreach and education services to Neighborhood and Target community organizations.

Neighborhood Organization Grants

It would be the responsibility of the neighborhood organizations to disseminate information about ranked-choice voting and conduct voter registration to all voters and the public at large within an assigned neighborhood with historically low voter turnout. Based on the average citywide turnout percentage the Department has determined the following to be low voter turnout neighborhoods:

-
- | | | |
|--------------------------|-----------------------------|-------------|
| • Civic Center/Downtown | • Laurel Heights/Anza Vista | • Excelsior |
| • South of Market | • Chinatown | • Ingleside |
| • Bayview/Hunter's Point | • Western Addition | |
| • Visitation Valley | • Mission | |

Grant awards for neighborhood organizations would be allocated between selected organizations based upon percentage of the total population within each neighborhood as determined by San Francisco's demographic data from the 2000 US Census, and comparison of that population to the to the most recent election's registration and turnout statistics.

Target Community Organization Grants

It would be the responsibility of the target community organizations to disseminate information about ranked-choice voting and conduct voter registration to all voters and the public at large within specific target communities including:

- Communities protected by the Voting Rights Act (Chinese and Spanish-Speaking)
- Russian, Tagalog, and Vietnamese-Speaking Communities
- African-American Community
- Persons with Disabilities
- Seniors (65 years+), and
- Younger voters (18-24)

Grant awards for target community organizations would be allocated between chosen organizations based upon percentage of total population within target community as determined by San Francisco's demographic data results from the 2000 US Census and as it pertains to multilingual election services as required by the Voting Rights Act, as well as compared to data provided by the National Disability statistics. Allocated funds would be determined by first comparing all demographic data to the current voter rolls (where applicable to translated materials requests and age of voters), and then to all directives for compliance with federal regulations for language accessibility from the Department of Justice prior to distribution.

Prior to the grant awarding process, the Department would establish a goal for the number of people/voters who would be registered and educated through grantee led program for each grant recipient. The goals could be based on the above formula for the grant award as compared to the current and most recent election's voter rolls. The goals could also be compared to the results of the Department's 2004 grant program to determine the need for increased efforts.

The Department would also establish a goal for the number of voter education and outreach activities that each grant recipient would conduct. The number of required outreach activities could be based upon the total amount each grantee is awarded. Education and outreach activities that grantees would conduct include, but should not be limited to:

- Presentations/Workshops
- Distribution of Department's educational materials
- Phone Banking
- Door-To-Door Canvassing
- Event Tabling

Program Evaluation

Quantitative evaluation of the grant program would be tied to the number of voters reached through various outreach activities such as those listed above, and whether established goals for the number of voters reached through voter education and outreach activities were met, as well as the total number of voters registered by each grant recipient.

Qualitative assessment of the grant program would be measured by post election surveys administered by the grantees to program participants (current and potential voters). Surveys would gauge the effectiveness of the outreach campaign activities by measuring participants' understanding of ranked-choice voting as well as through which activity the participant felt they were best reached.

Grant Administrator

The Community Grant Program would provide for a grant administrator to serve as a trainer, coordinator, monitor and evaluator of the community-based organizations (CBOs) selected to receive the Department's grants. The program administrator would oversee the granting process, while ensuring neutrality and consistency of CBO efforts. The grant administrator would provide CBOs with the necessary support (materials, training) and facilitate coordination between the community-based organizations and the Department's outreach division. The administrator would also be responsible for continual monitoring of each grant recipient's plan, through mid-program reports, and their effectiveness in reaching San Francisco's voters.

IV. PROGRAM MEASUREMENT

Effectiveness of the Voter Outreach and Education Program would be measured in terms of the increase in number of voters registered through the program (measurement as established by the California Code of Regulations), the number of total voters reached per outreach and education mechanism (such as presentations, door-to-door canvassing, mailers, and media announcements), as well as increase in the total number of applications the Department receives requesting materials in Chinese and Spanish. The Program's impact could also be measured through a voter feedback form that could be provided to voters at the precinct or enclosed with an absentee ballot, and a post election survey conducted by a third party (such as San Francisco State Public Research Institute as most recently used). One survey would be specifically designed to evaluate where voters learned about ranked-choice voting and how comfortable they were using the ranked-choice voting method.

IV. CONCLUSION

State and Federal laws mandate the Department of Elections to develop and implement outreach and education programs that meet regulated guidelines. The Voting Rights Act mandates multilingual services to voters with limited English skills, and San Francisco's Equal Access to Services ordinance is consistent with such law and directs city departments to provide these services. ~~The Department must also incorporate the Secretary of State's directive included in its~~ conditional certification of the ranked-choice voting system to educate voters on the design of and proper way to mark the ranked-choice ballot. San Francisco's Voter Outreach and Education Program is designed to meet these mandates and directives and is continually seeking to expand

voter services, such as those offered to multilingual voters. The strategies and mechanisms for accomplishing the objectives were developed through ideas gathered from past experiences, meetings held with staff members from the Secretary of State and Department of Justice, as well as much community input.

State law indicates the mechanism for measuring the success of an outreach program should be related to not only the adherence to the program but the increase in the number of voters registered based on the statistical and historical expectations of the jurisdiction. State and Federal laws allow the Secretary of State and the Department of Justice to analyze the efforts of an outreach program and make recommendations where the program lacks required components. The Department has largely incorporated all recommendations from the Secretary of State and Department of Justice for improving the services we provide. The success of this Voter Outreach and Education Program depends not only on the administration of the objectives but also on the design and application of the strategies used to meet those objectives.

Additionally, this Program implies the Department's continued efforts to keep the voter rolls up-to-date, to continue to look for ways to expand our pool of informed and educated poll workers, to look for new resources for improving polling places, and to research ways of improving the information we prepare for our voters.

¹ This Program can also be applied to the June 6, 2006 Primary Election, updated to include certain objectives and procedures applicable to the California modified primary, Federal voting rights for the Military and Overseas citizens, and provisions of HAVA. Additionally, new election laws and the implementation of a new voting system would also require additional voter outreach and education.

² The Department of Justice has advised the City and County of San Francisco to go above the requirements of both the Voting Rights Act (5% requirement as stated in footnote #3) and California Elections Code (3% requirement, §12303c) for bilingual poll worker assignment and consider placing a bilingual poll worker in any precinct where there are 10 or more requests for bilingual voting materials. The Department has met and continues to meet this advice.

³ Target Communities for Ranked-Choice Voting Education Efforts:

Populations Protected under the Voting Rights Act

The Voting Rights Act, adopted initially in 1965, codifies and effectuates the 15th Amendment's permanent guarantee that no person shall be denied the right to vote on account of race or color. Two of these provisions, Section 203 and Section 2, which apply to the City and County of San Francisco, are described below.

Section 203 of the Voting Rights Act requires jurisdictions to provide bilingual written materials and other assistance when more than 5 percent of the citizens of voting age are members of a single language minority and are limited-English proficient. For San Francisco, this applies to Chinese and Spanish speaking communities. The Department, however, recognizes that there are significant populations of other minority language speakers in San Francisco, and while not mandated to do so, produces election materials in Russian, Vietnamese and Tagalog.

Section 2 of the Voting Rights Act was intended to protect the voting rights of African-Americans and other minority groups. Specifically, Section 2 prohibits voting practices and procedures that discriminate on the basis of race, color or membership in a language minority group.

Seniors and Disabled persons

According to historical figures on voting and registration, turnout for voters over the age of 65 is consistently well above the national average, making this the single largest group of voters. In order to ensure that this group understands the components of ranked-choice voting, the Department will target voters over the age of 65.

The Voting Accessibility for the Elderly and Handicapped Act of 1984 (42 U.S.C. 1973ee to 1973ee-6) requires polling places across the United States to be physically accessible to people with disabilities. The Department recognizes the importance of outreach to the disabled community, as they are a community that receives additional legal protections, and accordingly recommends providing this community with additional outreach.

Areas with historically low voter turnout

In order to reach out to geographic areas in the city that have historically low turnout, the Department identified those neighborhoods for which turnout was below the citywide average for each of the previous five elections. From this analysis, the Department has determined the following low voter turnout neighborhoods:

Bayview/Hunter's Point, Mission, Chinatown, South of Market, Civic Center/Downtown, Visitation Valley, Ingleside, Western Addition, Laurel Heights/Anza Vista, and Mission

Younger Voters

According to historical figures on voting and registration, turnout for voters under the age of 25 is substantially lower than the national average. In order to encourage younger voters, the Department will target voters between the ages of 18-24.

⁴ Assembly Bill 821 would establish a state mandate to require each county to develop and maintain this sort of program in the future. Currently, this is something the Department conducts based upon request.

⁵ Pending available funds, public service announcements would also be produced in Russian, Tagalog, and Vietnamese and sent to specific television and radio stations that serve these languages along with requests for airplay.

⁶ The Department realizes this is a widely distributed and read paper, however, costs associated with advertisements are not typically cost-effective. Therefore, advertisement in the San Francisco Chronicle would be based on budgetary allowances.

Start Date	End Date	Activity	Activity Type
Mon, January 3, 2005	Fri, April 15, 2005	Develop contact database	Database
Mon, January 10, 2005	Fri, January 28, 2005	Prepare 110204 election summary, post it on the website for public review	Administrative
Mon, January 31, 2005	Fri, April 22, 2005	Develop and conduct outreach survey to community-based organizations. Analyze responses and evaluate outreach mechanisms, tools and materials	Administrative
Mon, February 7, 2005	Fri, April 29, 2005	Update existing contact list of organizations	Database
Fri, February 25, 2005	Fri, March 25, 2005	Develop draft of the Outreach Plan to include objectives, messages, mechanisms, budget and activity calendar	Administrative
Mon, April 4, 2005	Fri, April 29, 2005	Evaluate and develop outreach curriculum to include consistent outreach messages	Administrative
Mon, April 11, 2005		Outreach plan is finalized	Administrative
Mon, April 18, 2005	Mon, May 9, 2005	Begin drafting Grant Programs for ranked-choice voting community outreach and education services grant program and administrator	Grant Program
Mon, May 2, 2005	Fri, June 3, 2005	Begin developing outreach materials (English)	Materials
Mon, May 9, 2005		Issue request for proposals (Grant Program) for ranked-choice voting community outreach and education services grant program administrator	Grant Program
Mon, May 16, 2005		Issue request for proposal (Grant Program) for ranked-choice voting community outreach and education services grant program	Grant Program
Wed, May 18, 2005		Deadline for questions for ranked-choice voting community outreach and education services grant program administrator	Grant Program
Wed, May 25, 2005		Pre-proposal conference for ranked-choice voting community outreach and education services grant program	Grant Program
Fri, May 27, 2005		Ranked-choice voting community outreach and education services grant program administrator submission deadline	Grant Program

Start Date	End Date	Activity	Activity Type
Tue, May 31, 2005	Thu, June 2, 2005	Ranked-choice voting community outreach and education services grant program administrator submissions review	Grant Program
Wed, June 1, 2005		Submit requisition for Craigslist posting	Administrative
Wed, June 1, 2005		Submit San Francisco Neighborhood Newspaper advertising requisition	Advertising
Wed, June 1, 2005		Submit print and radio advertising purchase requisitions	Advertising
Wed, June 1, 2005		Submit ranked-choice voting mailer requisition	Mailer
Wed, June 1, 2005		Submit PSA purchase requisition	PSA
Wed, June 1, 2005		Submit educational video purchase requisition	Video
Wed, June 1, 2005		Submit RCV Flash website purchase requisition	Website
Wed, June 1, 2005		Submit RCV Flash website and PSA web hosting purchase requisition	Website
Fri, June 3, 2005		English language outreach materials are finalized	Materials
Mon, June 6, 2005		Post Job Announcement for temporary outreach staff	Administrative
Mon, June 6, 2005		Ranked-choice voting community outreach and education services grant program administrator interviews	Grant Program
Mon, June 6, 2005		Ranked-choice voting community outreach and education services grant program administrator selection and notification	Grant Program
Mon, June 6, 2005	Fri, June 17, 2005	English language outreach materials sent to designer for layout	Materials

Start Date	End Date	Activity	Activity Type
Mon, June 6, 2005	Tue, July 5, 2005	Review and update Voter Outreach and Education website to include glossary of terms, FAQ, materials, etc	Website
Tue, June 7, 2005	Wed, July 20, 2005	Ranked-choice voting community outreach and education services grant program administrator contract administration	Grant Program
Fri, June 10, 2005		Ranked-choice voting community outreach and education services grant program submission deadline	Grant Program
Sat, June 11, 2005	Fri, July 15, 2005	Copy for San Francisco newspaper ads submitted to designer for layout (August)	Advertising
Mon, June 13, 2005	Wed, June 15, 2005	Review of community outreach and education services grant submissions	Grant Program
Sat, June 18, 2005		Juneleeth Festival	Presentation
Mon, June 20, 2005	Fri, December 9, 2005	Ranked-choice voting community outreach and education services grant program administrator begins	Grant Program
Mon, June 20, 2005	Fri, July 1, 2005	English language outreach materials sent to printer (short run)	Materials
Wed, June 22, 2005	Thu, June 23, 2005	Ranked-choice voting community outreach and education services grant program interviews	Grant Program
Fri, June 24, 2005		Ranked-choice voting community outreach and education services grantee selection and notification	Grant Program
Mon, June 27, 2005	Thu, July 15, 2004	Ranked-choice voting community outreach and education services contract administration	Grant Program
Tue, July 5, 2005	Fri, July 8, 2005	Copy for San Francisco newspaper ads submitted to translator for Spanish translation	Advertising
Tue, July 5, 2005		English language outreach materials available for distribution, PDF versions are posted on webpage	Materials
Tue, July 5, 2005	Fri, July 15, 2005	Translation and production of outreach brochures, flyers, and posters	Materials

Start Date	End Date	Activity	Activity Type
Tue, July 5, 2005		Start contacting community-based organizations to schedule outreach events	Presentation
Tue, July 5, 2005	Fri July 8, 2005	Educational video copy submitted to translator	Video
Tue, July 5, 2005		Voter Outreach and Education website goes live	Website
Mon, July 11, 2005	Fri, July 15, 2005	Outreach staff interviews	Administrative
Mon, July 11, 2005	Fri, July 22, 2005	PSA copy development begins	PSA
Mon, July 11, 2005	Fri, July 22, 2005	Educational video production begins (graphics, narration, editing)	Video
Mon, July 11, 2005		RCV Flash website English copy to Flash developer	Website
Mon, July 11, 2005		RCV Flash website copy submitted to translator	Website
Mon, July 18, 2005	Tue, November 8, 2005	Temporary outreach staff is hired, Outreach Division is fully staffed	Administrative
Mon, July 18, 2005		Non-English versions of brochures, flyers and poster to printer, PDFs posted on website	Website
Wed, July 20, 2005		Advertisement artwork due to San Francisco Neighborhood Newspapers (August Issue)	Advertising
Wed, July 20, 2005		Ranked-choice voting community outreach and education services grantee training	Grant Program
Wed, July 20, 2005		RCV Flash website alpha review	Website
Fri, July 22, 2005		RCV Flash website Chinese and Spanish copy submitted to Flash Developer	Website

Start Date	End Date	Activity	Activity Type
Mon, July 25, 2005	Thu, May 5, 2005	PSA copy sent to translator	PSA
Mon, July 25, 2005	Mon, August 1, 2005	Educational video tape reproduction	Video
Wed, July 27, 2005		RCV Flash website beta review / sign off	Website
Mon, August 1, 2005	Mon, November 7, 2005	Ranked-choice voting community outreach and education services grant program begins	Grant Program
Mon, August 1, 2005		Non-English versions of brochures, flyers and poster available for distribution	Materials
Mon, August 1, 2005		RCV Flash website goes live	Website
Mon, August 8, 2005	Fri, August 12, 2005	Copy newspaper ads in Chronicle, Examiner, Guardian, Weekly sent to repro for layout	Advertising
Mon, August 8, 2005	Mon, August 15, 2005	Development of trilingual educational postcard to be mailed to all registered voters begins (RCV education purpose)	Mailier
Mon, August 8, 2005	Fri, August 19, 2005	PSA Production Begins (Filming, editing, narration)	PSA
Sat, August 13, 2005		Nihonmachi Street Fair	Presentation
Mon, August 15, 2005	Wed, August 31, 2005	Copy for newspaper ads in World Journal, Tsing Tao, El Mensajero, El Latino, Kstati sent to translator for translation and production	Advertising
Mon, August 15, 2005	Mon, August 22, 2005	Ranked-choice voting trilingual postcard sent to repro for layout	Mailier
Mon, August 22, 2005	Fri, September 2, 2005	Ranked-choice voting trilingual postcard sent to translator for translation and production	Mailier
Mon, August 22, 2005	Mon, August 29, 2005	PSAs sent to tape duplicator	PSA

Start Date	End Date	Activity	Activity Type
Mon, August 29, 2005		Mailing sent to all San Francisco voters born in a Spanish or Chinese language country informing them about non-english voting materials	Mail
Thu, September 1, 2005		Ethnic media press briefing	Media
Sat, September 3, 2005		Third Street Fair	Presentation
Sat, September 3, 2005		PSAs sent to local television and radio stations	PSA
Tue, September 6, 2005		Artwork due for newspaper ads in Chronicle, Examiner, Guardian, Weekly, World Journal, Tsing Tao, El Mensajero, El Latino, Kstat (week of 9/12 -10/31)	Advertising
Tue, September 6, 2005		Ranked-choice voting trilingual postcard sent to printer	Mail
Mon, September 12, 2005	Fri, November 4, 2005	Newspaper ad run weekly in Chronicle, Examiner, Guardian, World Journal, Tsing Tao, El Mensajero, El Latino, Kstat	Advertising
Mon, September 12, 2005	Mon, November 7, 2005	PSAs to begin airing on local television and radio stations	PSA
Sat, September 17, 2005	Sun, September 18, 2005	Autumn Moon Festival & Valencia Street Fair	Presentation
Sun, September 18, 2005		Valencia Street Fair	Presentation
Mon, September 19, 2005		Advertisement artwork due to San Francisco Neighborhood Newspapers (September Issue)	Advertising
Mon, September 19, 2005		Advertisement Artwork due to San Francisco Neighborhood Newspapers (October Issue)	Advertising
Mon, September 19, 2005		Ranked-choice voting trilingual postcard mailed to all registered San Francisco Voters	Mail
Mon, September 19, 2005		Mailing sent to all new registered voters informing them of ID requirements and other voter information	Mail

Start Date	End Date	Activity	Activity Type
Sun, September 25, 2005		Folsom Street Fair	Presentation
Mon, September 26, 2005		PSAs sent to Spanish and Chinese radio stations for paid airplay	PSA
Sat, October 1, 2005		Sunset Community Festival	Presentation
Sat, October 1, 2005		Potrero Hill Fall Festival	Presentation
Sun, October 2, 2005		Castro Street Fair	Presentation
Mon, October 3, 2005	Mon, November 7, 2005	Paid PSAs air on Spanish and Chinese radio stations	PSA
Sat, October 8, 2005		The Excelsior Festival	Presentation
Tue, October 11, 2005		Press briefing announcing the start of early voting	Media
Fri, October 14, 2005		Written public service announcement / press release sent to local and radio stations announcing the last day to register (10/24)	Media
Sun, October 16, 2005	Mon, October 17, 2005	Fiesta on the Hill (Bernal Heights Festival)	Presentation
Fri, October 21, 2005		Written public service announcement / press release sent to local and radio stations announcing the last day to request an absentee ballot (10/24)	Media
Mon, October 24, 2005		Finalize outreach staff assignment on E-day.	Administrative
Sat, October 29, 2005		Chinatown Community Health Fair	Presentation
Year-round		Conduct presentations/tables at winter, spring, and summertime community events	Presentation

Start Date	End Date	Activity	Activity Type
Year-round		Conduct tabling at bimonthly USCIS naturalization ceremonies	Presentation

Voter Outreach and Education Program - Administrative Calendar - Draft 4/12/2005

Start Date	End Date	Activity	Activity Type
Mon, June 6, 2005		Post Job Announcement for temporary outreach staff	Administrative
Mon, July 11, 2005	Fri, July 15, 2005	Outreach staff interviews	Administrative
Mon, July 18, 2005	Tue, November 8, 2005	Temporary outreach staff is hired, Outreach Division is fully staffed	Administrative
Mon, October 24, 2005		Finalize outreach staff assignment on E-day.	Administrative
Mon, January 10, 2005	Fri, January 28, 2005	Prepare 110204 election summary, post it on the website for public review	Administrative
Mon, January 31, 2005	Fri, April 22, 2005	Develop and conduct outreach survey to community-based organizations. Analyze responses and evaluate outreach mechanisms, tools and materials	Administrative
Fri, February 25, 2005		Develop draft of the Outreach Plan to include objectives, messages, mechanisms, budget and activity calendar	Administrative
Mon, April 4, 2005	Fri, April 29, 2005	Evaluate and develop outreach curriculum to include consistent outreach messages	Administrative
Mon, April 11, 2005		Outreach plan is finalized	Administrative
Wed, June 1, 2005		Submit requisition for Craigslist posting	Administrative

Draft 4/12/2005

Attachment B.
Voter Outreach and Education Program - Advertising Calendar - Draft 4/12/2005

Start Date	End Date	Activity	Activity Type
Wed, June 1, 2005		Submit San Francisco Neighborhood Newspaper advertising requisition	Advertising
Wed, June 1, 2005		Submit print and radio advertising purchase requisitions	Advertising
Sat, June 11, 2005		Copy for San Francisco newspaper ads submitted to designer for layout (August)	Advertising
Tue, July 5, 2005		Copy for San Francisco newspaper ads submitted to translator for Spanish translation	Advertising
Wed, July 20, 2005		Advertisement artwork due to San Francisco Neighborhood Newspapers (August issue)	Advertising
Mon, August 8, 2005		Copy newspaper ads in Chronicle, Examiner, Guardian, Weekly sent to repro for layout	Advertising
Mon, August 15, 2005		Copy for newspaper ads in World Journal, Tsing Tao, El Mensajero, El Latino, Kstati sent to translator for translation and production	Advertising
Tue, September 6, 2005		Artwork due for newspaper ads in Chronicle, Examiner, Guardian, Weekly, World Journal, Tsing Tao, El Mensajero, El Latino, Kstati (week of 9/12 - 10/31)	Advertising
Mon, September 12, 2005		Newspaper ad run weekly in Chronicle, Examiner, Guardian, World Journal, Tsing Tao, El Mensajero, El Latino, Kstati	Advertising
Mon, September 19, 2005		Advertisement artwork due to San Francisco Neighborhood Newspapers (September issue)	Advertising
Mon, September 19, 2005		Advertisement Artwork due to San Francisco Neighborhood Newspapers (October Issue)	Advertising

Draft 4/12/2005

Voter Outreach and Education Program - Grant Program Calendar - Draft 4/12/2005

Start Date	End Date	Activity	Activity Type
Mon, April 18, 2005		Begin drafting Grant Programs for ranked-choice voting community outreach and education services grant program and administrator	Grant Program
Mon, May 9, 2005		Issue request for proposals (Grant Program) for ranked-choice voting community outreach and education services grant program administrator	Grant Program
Mon, May 16, 2005		Issue request for proposal (Grant Program) for ranked-choice voting community outreach and education services grant program	Grant Program
Wed, May 18, 2005		Deadline for questions for ranked-choice voting community outreach and education services grant program administrator	Grant Program
Wed, May 25, 2005		Pre-proposal conference for ranked-choice voting community outreach and education services grant program	Grant Program
Fri, May 27, 2005		Ranked-choice voting community outreach and education services grant program administrator submission deadline	Grant Program
Tue, May 31, 2005	Thu, June 2, 2005	Ranked-choice voting community outreach and education services grant program administrator submissions review	Grant Program
Mon, June 6, 2005		Ranked-choice voting community outreach and education services grant program administrator interviews	Grant Program
Mon, June 6, 2005		Ranked-choice voting community outreach and education services grant program administrator selection and notification	Grant Program
Tue, June 7, 2005	Wed, July 20, 2005	Ranked-choice voting community outreach and education services grant program administrator contract administration	Grant Program
Fri, June 10, 2005		Ranked-choice voting community outreach and education services grant program submission deadline	Grant Program
Mon, June 13, 2005	Wed, June 15, 2005	Review of community outreach and education services grant submissions	Grant Program
Mon, June 20, 2005	Fri, December 9, 2005	Ranked-choice voting community outreach and education services grant program administrator begins	Grant Program
Wed, June 22, 2005	Thu, June 23, 2005	Ranked-choice voting community outreach and education services grant program interviews	Grant Program
Fri, June 24, 2005		Ranked-choice voting community outreach and education services grantee selection and notification	Grant Program
Mon, June 27, 2005	Thu, July 15, 2004	Ranked-choice voting community outreach and education services contract administration	Grant Program
Wed, July 20, 2005		Ranked-choice voting community outreach and education services grantee training	Grant Program
Mon, August 1, 2005		Ranked-choice voting community outreach and education services grant program begins	Grant Program

Draft 4/12/2005

Attachment B.
Voter Outreach and Education Program - Mailings Calendar - Draft 4/12/2005

Start Date	End Date	Activity	Activity Type
Wed, June 1, 2005		Submit ranked-choice voting mailer requisition	Mailer
Mon, August 8, 2005		Development of trilingual educational postcard to be mailed to all registered voters begins (RCV education purpose)	Mailer
Mon, August 15, 2005	Mon, August 22, 2005	Ranked-choice voting trilingual postcard sent to repro for layout	Mailer
Mon, August 22, 2005		Ranked-choice voting trilingual postcard sent to translator for translation and production	Mailer
Mon, August 29, 2005		Mailing sent to all San Francisco voters born in a Spanish or Chinese language country informing them about non-english voting materials	Mailer
Tue, September 6, 2005		Ranked-choice voting trilingual postcard sent to printer	Mailer
Mon, September 19, 2005		Ranked-choice voting trilingual postcard mailed to all registered San Francisco Voters	Mailer
Mon, September 19, 2005		Mailing sent to all new registered voters informing them of ID requirements and other voter information	Mailer

Draft 4/12/2005

Voter Outreach and Education Program -Outreach Materials Calendar - Draft 4/12/2005

Start Date	End Date	Activity	Activity Type
Mon, May 2, 2005		Begin developing outreach materials (English)	Materials
Fri, June 3, 2005		English language outreach materials are finalized	Materials
Mon, June 6, 2005		English language outreach materials sent to designer for layout	Materials
Mon, June 20, 2005		English language outreach materials sent to printer (short run)	Materials
Tue, July 5, 2005		English language outreach materials available for distribution, PDF versions are posted on webpage	Materials
Tue, July 5, 2005		Translation and production of outreach brochures, flyers, and posters	Materials
Mon, August 1, 2005		Non-English versions of brochures, flyers and poster available for distribution	Materials

Attachment B.
Voter Outreach and Education Program - Public Service Announcements Calendar - Draft 4/12/2005

Start Date	End Date	Activity	Activity Type
Wed, June 1, 2005		Submit PSA purchase requisition	PSA
Mon, July 11, 2005	Fri, July 22, 2005	PSA copy development begins	PSA
Mon, July 25, 2005	Thu, May 5, 2005	PSA copy sent to translator	PSA
Mon, August 8, 2005	Fri, August 19, 2005	PSA Production Begins (Filming, editing, narration)	PSA
Mon, August 22, 2005		PSAs sent to tape duplicator	PSA
Sat, September 3, 2005		PSAs sent to local television and radio stations	PSA
Mon, September 12, 2005		PSAs to begin airing on local television and radio stations	PSA
Mon, September 26, 2005		PSAs sent to Spanish and Chinese radio stations for paid airplay	PSA
Mon, October 3, 2005		Paid PSAs air on Spanish and Chinese radio stations	PSA

Voter Outreach and Education Program -Educational Video Calendar - Draft 4/12/2005

Start Date	End Date	Activity	Activity Type
Wed, June 1, 2005		Submit educational video purchase requisition	Video
Tue, July 5, 2005		Educational video copy submitted to translator	Video
Mon, July 11, 2005		Educational video production begins (graphics, narration, editing)	Video
Mon, July 25, 2005		Educational video tape reproduction	Video

Attachment B.
Voter Outreach and Education Program - Website Calendar - Draft 4/12/2005

Start Date	End Date	Activity	Activity Type
Wed, June 1, 2005		Submit RCV Flash website purchase requisition	Website
Wed, June 1, 2005		Submit RCV Flash website and PSA web hosting purchase requisition	Website
Mon, June 6, 2005		Review and update Voter Outreach and Education website to include glossary of terms, FAQ, materials, etc	Website
Tue, July 5, 2005		Voter Outreach and Education website goes live	Website
Mon, July 11, 2005		RCV Flash website English copy to Flash developer	Website
Mon, July 11, 2005		RCV Flash website copy submitted to translator	Website
Mon, July 18, 2005		Non-English versions of brochures, flyers and poster to printer, PDFs posted on website	Website
Wed, July 20, 2005		RCV Flash website alpha review	Website
Fri, July 22, 2005		RCV Flash website Chinese and Spanish copy submitted to Flash Developer	Website
Wed, July 27, 2005		RCV Flash website beta review / sign off	Website
Mon, August 1, 2005		RCV Flash website goes live	Website

Draft 4/12/2005

Budget Summary	
Budget Item	Cost
Staffing	\$ 212,102.90
Brochures, Posters, and Presentation Materials	\$ 164,580.00
Fairs & Festivals	\$ 3,010.00
Mailers	\$ 125,890.00
Public Service Announcements	\$ 6,468.00
Radio Advertising	\$ 42,450.00
Print Advertising	\$ 86,343.72
Ranked-Choice Voting Website	\$ 12,000.00
Ranked-Choice Voting Educational Video	\$ 7,168.00
Voter Outreach And Education Grant Program	\$ 165,000.00
Materials & Supplies	\$ 6,940.85
Total	\$ 831,953.47

1.)

Staffing	Last/First Name	BI-weekly	Start Date	End Date	Total Regular	Total OT	Grand Total
	Manager-Chinese-speaking Outreach Coordinator	\$ 2,383.00	7/1/05	6/30/08	\$ 61,958.00	\$ -	\$ 61,958.00
	Outreach Communications Lead	\$ 1,603.00	7/1/05	6/30/08	\$ 41,687.00	\$ 2,404.80	\$ 44,091.80
	Spanish-speaking Outreach Coordinator	\$ 1,463.00	7/1/05	6/30/08	\$ 38,038.00	\$ 1,646.10	\$ 39,684.10
	Outreach Operations Lead	\$ 1,463.00	7/1/05	11/8/05	\$ 12,728.1	\$ 1,646.1	\$ 14,374.20
	Chinese-speaking Outreach Coordinator	\$ 1,323.00	7/1/05	11/8/05	\$ 11,510.1	\$ 1,488.6	\$ 12,998.70
	Russian-speaking Outreach Coordinator	\$ 1,323.00	7/1/05	11/8/05	\$ 11,510.1	\$ 1,488.6	\$ 12,998.70
	African-American Outreach Coordinator	\$ 1,323.00	7/1/05	11/8/05	\$ 11,510.1	\$ 1,488.6	\$ 12,998.70
	College Outreach Coordinator	\$ 1,323.00	7/1/05	11/8/05	\$ 11,510.1	\$ 1,488.6	\$ 12,998.70
	Total				\$ 200,451.50	\$ 11,651.40	\$ 212,102.90

2.)

Brochures, Posters, and Presentation Materials	Project	Quantity	Translation Cost	Production Cost	Printing Cost	Total Cost
Ranked-Choice Voting Brochures		90,000		\$ 200.00	\$ 35,100.00	\$ 35,300
General Registration and Voting Information		90,000		\$ 700.00	\$ 35,100.00	\$ 35,800
Voting Information for the Elderly and Voters with Disabilities		10,000		\$ 700.00	\$ 3,900.00	\$ 4,600
Multilingual Voter Services		10,000		\$ 700.00	\$ 3,900.00	\$ 4,600
Guide for the New Voter		10,000		\$ 700.00	\$ 3,900.00	\$ 4,600
Ranked-Choice Voting Brochures-Chinese		20,000	\$ 50.00	\$ 200.00	\$ 7,800.00	\$ 8,050
General Registration and Voting Information-Chinese		20,000	\$ 150.00	\$ 700.00	\$ 7,800.00	\$ 8,650
Voting Information for the Elderly and Voters with Disabilities-Chinese		5,000	\$ 150.00	\$ 700.00	\$ 1,950.00	\$ 2,800
Multilingual Voter Services-Chinese		10,000	\$ 150.00	\$ 700.00	\$ 3,900.00	\$ 4,750
Guide for the New Voter-Chinese		10,000	\$ 150.00	\$ 700.00	\$ 3,900.00	\$ 4,750
Ranked-Choice Voting Brochures-Spanish		15,000	\$ 50.00	\$ 200.00	\$ 5,850.00	\$ 6,100
General Registration and Voting Information-Spanish		15,000	\$ 150.00	\$ 700.00	\$ 5,850.00	\$ 6,700
Voting Information for the Elderly and Voters with Disabilities-Spanish		3,000	\$ 150.00	\$ 700.00	\$ 1,410.00	\$ 2,260
Multilingual Voter Services-Spanish		7,500	\$ 150.00	\$ 700.00	\$ 2,925.00	\$ 3,775
Guide for the New Voter-Spanish		5,000	\$ 150.00	\$ 700.00	\$ 1,950.00	\$ 2,800
Ranked-Choice Voting Brochures-Russian		5,000	\$ 50.00	\$ 200.00	\$ 1,950.00	\$ 2,200
General Registration and Voting Information-Russian		5,000	\$ 160.00	\$ 700.00	\$ 1,950.00	\$ 2,800
Voting Information for the Elderly and Voters with Disabilities-Russian		5,000	\$ 150.00	\$ 700.00	\$ 1,950.00	\$ 2,800
Multilingual Voter Services-Russian		1,250	\$ 150.00	\$ 700.00	\$ 687.50	\$ 1,538
Guide for the New Voter-Russian		1,250	\$ 150.00	\$ 700.00	\$ 687.50	\$ 1,538
Ranked-Choice Voting Brochures-Vietnamese		1,250	\$ 50.00	\$ 200.00	\$ 687.50	\$ 938
General Registration and Voting Information-Vietnamese		1,250	\$ 150.00	\$ 700.00	\$ 687.50	\$ 1,538
Voting Information for the Elderly and Voters with Disabilities-Vietnamese		1,250	\$ 150.00	\$ 700.00	\$ 687.50	\$ 1,538
Guide for the New Voter-Vietnamese		1,250	\$ 150.00	\$ 700.00	\$ 687.50	\$ 1,538
Ranked-Choice Voting Brochures-Tagalog		1,250	\$ 50.00	\$ 200.00	\$ 687.50	\$ 938
General Registration and Voting Information-Tagalog		1,250	\$ 150.00	\$ 700.00	\$ 687.50	\$ 1,538
Voting Information for the Elderly and Voters with Disabilities-Tagalog		1,250	\$ 150.00	\$ 700.00	\$ 687.50	\$ 1,538
Guide for the New Voter-Tagalog		1,250	\$ 150.00	\$ 700.00	\$ 687.50	\$ 1,538
Various Large Format Outreach Brochures		5,000	N/A	N/A	\$ 1,950.00	\$ 1,950
Tri-Lingual Poster with Seasonal Election Information		4,000	\$ 150.00	\$ 700.00	\$ 1,600.00	\$ 2,450
Marking the Ballot Poster		4,000	\$	\$ 200.00	\$ 1,800.00	\$ 1,800
Large Format Dry-Erase RCV Ballots		4	N/A	N/A	\$ 240.00	\$ 240
Large Format Dry-Erase Supervisorial		8	\$ 150.00	\$	\$ 480.00	\$ 630
	Total				Total	\$ 164,580

3.)

Fairs & Festivals				
Fair Name	Fair Date	Deposit	Cost	Total Cost
Vietnamese Tet Festival	2/6/2005		\$ 195.00	\$ 195.00
Chinese New Year Festival and Parade Community Street Fair (2/19 - 2/20)	2/19/2005		\$ 480.00	\$ 480.00
Juneleah Festival	6/18/2005		\$ 260.00	\$ 260.00
Nipponmachi Street Fair (Saturday 8/13 & Sunday 8/14/05)	8/13/2005		\$ 60.00	\$ 60.00
Third Street Faire*	9/3/2005		\$ 300.00	\$ 300.00
Chinatown Merchants Association Autumn Moon Festival (9/17/05 - 9/18/05)*	9/17/2005	\$ 100.00	\$ 400.00	\$ 500.00
Valencia Street Fair*	9/18/2005		\$ 50.00	\$ 50.00
Folsom Street Fair	9/25/2005		\$ 185.00	\$ 185.00
Potrero Hill Fall Festival*	10/1/2005		\$ 55.00	\$ 55.00
Sunset Community Festival*	10/1/2005		\$ 35.00	\$ 35.00
Castro Street Fair	10/2/2005		\$ 225.00	\$ 225.00
Excelsior Festival	10/8/2005		\$ 250.00	\$ 250.00
Fiesta on the Hill	10/16/2005	\$ 100.00	\$ 265.00	\$ 365.00
Chinatown Community Health Fair*	10/29/2005		\$ 60.00	\$ 60.00
			Total	\$ 3,010.00

4.)

Mailers				
Mailing	Postage	Translation Cost	Production Cost	Printing Cost
Ranked-Choice Voting Trilingual Mailer	\$ 43,200.00	\$ 150.00	\$ 700.00	\$ 48,000.00
Letter to Registered Voters Born in Chinese or Spanish Speaking Countries	\$ 10,440.00	\$ 150.00	N/A	\$ 3,600.00
Trilingual Letter To New Registered Voters	\$ 14,500.00	\$ 150.00	N/A	\$ 5,000.00
			Total	\$ 125,890

5.)

Public Service Announcements				
Project Item	Unit Cost	Units	Total Cost	
:30 Ranked-Choice Voting Public Service Announcements				
Two Person Crew, 1/2 Day Remote Shooting	\$ 656.00	1	\$ 656.00	
Graphic Design (2 Hours)	\$ 164.00	1	\$ 164.00	
Video Edlling (8 Hours)	\$ 656.00	4	\$ 82.00	
English Narration (1 Hour)	\$ 82.00	1	\$ 82.00	
Translation	\$ 1,500.00	1	\$ 1,500.00	
Non-English Video Narration	\$ 200.00	3	\$ 600.00	
Tape Duplication	\$ 5.00	30	\$ 150.00	
CD Duplication	\$ 3.00	50	\$ 150.00	
:30 Voter Information Public Service Announcements				
Two Person Crew, 1/2 Day Remote Shooting	\$ 656.00	1	\$ 656.00	
Graphic Design (2 Hours)	\$ 164.00	1	\$ 164.00	
Video Edlling (8 Hours)	\$ 656.00	4	\$ 82.00	
English Narration (1 Hour)	\$ 82.00	1	\$ 82.00	
Translation	\$ 1,600.00	1	\$ 1,500.00	
Non-English Video Narration	\$ 200.00	3	\$ 600.00	
		Total	\$ 6,468.00	

6.)

Radio Advertising						
Station	Length	Total Spots	Cost per Spot	Translation Cost	Production Cost	Total Cost
KSOL/KSQL	:30	30	\$ 500.00	N/A	N/A	\$ 15,000.00
KVVF	:30	30	\$ 275.00	N/A	N/A	\$ 8,250.00
Sing Tao Radio Cantonese	:30	60	N/A	N/A	N/A	\$ 3,960.00
Sing Tao Radio Mandarin	:30	60	N/A	N/A	N/A	\$ 3,240.00
KBRG	:30	60	\$ 200.00	N/A	N/A	\$ 12,000.00
KLOK	:30	60	\$ 96.00	N/A	N/A	\$ 5,760.00
Total						\$ 42,450.00

7.)

Print Advertising						
Newspaper	Ad Size	Insertions	Cost per Insertion	Translation Cost	Production Cost	Total Cost
Ksatll	Full Page	8	\$ 529.00	\$ 150.00	\$ 350.00	\$ 4,732.00
World Journal	1/2 Page	8	\$ 732.00	\$ 150.00	\$ 350.00	\$ 6,356.00
Tsing Tao Daily	1/2 page	8	\$ 1,140.00	\$ 150.00	\$ 350.00	\$ 9,820.00
El Mensajero	1/2 Page	8	\$ 681.81	\$ 150.00	\$ 350.00	\$ 5,154.48
El Latino	1/2 Page	8	\$ 1,317.75	\$ 150.00	\$ 350.00	\$ 11,042.00
San Francisco Bay Guardian	Full Page	1	\$ 5,603.53	\$ 150.00	\$ 350.00	\$ 6,103.53
San Francisco Bay Examiner	Full Page	1	\$ 1,610.00	\$ 150.00	\$ 350.00	\$ 2,110.00
San Francisco Chronicle	1/2 Page	1	\$ 16,880.71	\$ 150.00	\$ 350.00	\$ 16,880.71
San Francisco Neighborhood Newspaper Association						
Castro Star	1/2 page	3	\$ 450	N/A	N/A	\$ 1,350.00
Central City Extra	1/2 page	3	\$ 350	N/A	N/A	\$ 1,050.00
El Tecolote	1/2 page	3	\$ 553	N/A	N/A	\$ 1,659.00
Haight-Ashbury Beat	1/2 page	3	\$ 450	N/A	N/A	\$ 1,350.00
Marina Times	1/2 page	3	\$ 650	N/A	N/A	\$ 1,950.00
New Bernal Journal	1/2 page	2	\$ 230	N/A	N/A	\$ 460.00
New Fillmore	1/2 page	3	\$ 650	N/A	N/A	\$ 1,950.00
New Mission News	1/2 page	3	\$ 425	N/A	N/A	\$ 1,275.00
Noe Valley Voice	1/2 page	2	\$ 480	N/A	N/A	\$ 960.00
North Beach Journal	1/2 page	3	\$ 400	N/A	N/A	\$ 1,200.00
Richmond Review	1/2 page	3	\$ 675	N/A	N/A	\$ 2,025.00
San Francisco Bay View	1/2 page	3	\$ 900	N/A	N/A	\$ 2,700.00
San Francisco Downtown	1/2 page	3	\$ 818	N/A	N/A	\$ 2,454.00
Sunset Beacon	1/2 page	3	\$ 675	N/A	N/A	\$ 2,025.00
W. of Twin Peaks Observer	1/2 page	2	\$ 671	N/A	N/A	\$ 1,342.00
West Portal Monthly	1/2 page	3	\$ 650	N/A	N/A	\$ 1,950.00
Western Edition	1/2 page	3	\$ 450	N/A	N/A	\$ 1,350.00
Total						\$ 27,050.00
10% Discount						\$ 2,705.00
Production						\$ 700.00
Total						\$ 24,345.00
Total						\$86,343.72

8.)

Ranked-Choice Voting Website			
Project Item	Unit Cost	Units	Total Cost
Creation of Flash RCV vote counting process movie, text revisions, and navigation changes	\$ 100.00	40	\$ 4,000.00
Translation	\$ 1,000.00		\$ 1,000.00
Video Encoding	\$ 1,000.00	1	\$ 1,000.00
Web Hosting	\$ 500.00	12	\$ 6,000.00
Total			\$ 12,000.00

9.)

Ranked-Choice Voting Educational Video			
Project Item	Unit Cost	Units	Total Cost
Changes to graphics, narration and editing	\$ 656.00	5	\$ 3,280.00
Non-English Video Narration	\$ 1,500.00	1	\$ 1,500.00
Translation	\$ 1,500.00	1	\$ 1,500.00
Video Duplication	\$ 2.86	300	\$ 888.00
Total			\$ 7,168.00

10.)

Voter Outreach and Education Program		
Grant	Grant Description	Total Cost
Target Community Organization Grants	RCV Outreach to Chinese-Speaking, Spanish Speaking, Russian-Speaking, Tagalog-Speaking, Vietnamese-Speaking and African American Communities, Persons with Disabilities, Seniors, and Younger Voters	\$ 100,000.00
Neighborhood Organization Grants	RCV outreach to Civic Center/Downtown, SOMA, Bayview/Hunter's Point, Visitation Valley, Laurel Heights/Anza Vista, Chinatown, Western Addition, Excelsior, Ingleside, Mission Neighborhoods	\$ 50,000.00
Grant Administrator	Grant Administration for 3 months working an average of 25 days per month at \$25.00 per hour	\$ 15,000.00
	Total	\$ 165,000.00

11.)

Materials & Supplies			
Item	Item Cost	Quantity	Total
Magazine and Brochure Tiered Rack	\$ 19.95	5	\$ 99.75
Slated Sign Holder with Pocket Literature	\$ 18.95	2	\$ 37.90
Projector Cart	\$ 226.00	1	\$ 226.00
Vinyl Poster	\$ 150.00	2	\$ 300.00
Clip Board	\$ 2.44	30	\$ 73.20
Chain-Riter Counter Pen	\$ 3.50	40	\$ 140.00
Table Cloth	\$ 20.00	3	\$ 60.00
175" Buttons	\$ 0.34	5000	\$ 1,700.00
American Flags	\$ 0.50	1000	\$ 500.00
Pens	\$ 0.21	5000	\$ 1,050.00
Nikon Cool Pix Digital Camera 5200	\$ 399.00	1	\$ 399.00
Portable Event Tent	\$ 1,480.00	1	\$ 1,480.00
Potable Event Tent Umbrella	\$ 875.00	1	\$ 875.00
Total			\$ 6,940.85

Grand Total \$ 831,953.47



The Elections Commission

By-Laws

SAN FRANCISCO ELECTIONS COMMISSION

BY LAWS

ARTICLE I

THE COMMISSION

Section 1. Commission Designation.

A. The Commission is officially designated "The San Francisco Elections Commission" (hereinafter the "Commission").

PRINCIPAL OFFICE

Section 2. Site

A. The Commission's principal office and site for filing all relevant documents is: Room 48, 1 Carlton Goodlett Place, San Francisco, California 94102.

ARTICLE II

PURPOSE

Section 1. Purpose.

- A. The Commission shall oversee all public, federal, state, district, and municipal elections in the City and County of San Francisco.
- B. The Commission shall set general policies for the Department of Elections.
- C. The Commission shall be responsible for the Department's proper administration subject to the San Francisco Charter's budgetary and fiscal provisions as well as other applicable state and federal laws.

ARTICLE III

COMMISSION'S EXISTENCE AND OPERATIONS

Section 1. Commission Establishment.

A. The Commission exists and functions pursuant to Section 13.103.5, San Francisco Charter which establishes the jurisdiction, number of members of the Commission, Commissioners' terms, the term limitations, the employment limitations, and other relevant matters controlling the Commission's operation. (See, Attachment "A").

COMMISSIONERS AS PUBLIC OFFICIALS

Section 2. Public Officials.

A. Because the Charter provision creating the Commission makes Commission members officials of the City and County of San Francisco, the Commissioners are eligible for health benefits pursuant to Section A8.420, San Francisco City Charter. (See, Attachment "B").

ARTICLE IV

Section 1. COMMISSION'S POWERS AND DUTIES

A. The Commission shall create and implement general plans and policies consistent with the Commission's stated Charter purposes and objectives.

B. After public hearing, the Commission shall approve a departmental budget subject to Section 9.103, the San Francisco Charter.

C. Recommend to the Board of Supervisors rates, fees, and similar charges within the Commission's jurisdiction.

D. Hire, manage, and supervise the Director of the Department of Elections.

E. Conduct investigations into areas within the Commission's jurisdiction by holding hearings and taking testimony.

F. Appoint an Executive Secretary to manage the affairs and operations of the Commission.

7.1 • G. Retain temporary counsel for specific purposes.

ARTICLE V

OFFICERS

Section 1. Officers.

- A. The Commission's executive officers are 1) President, 2) Vice President, who serve at the Commission's pleasure.
- 1. The Commission shall elect the executive officers by majority vote of the Commission's full membership.
- C. The Executive Officers shall serve a one-year term.
- D. If a vacancy occurs in either executive office, the Commission shall elect new Executive Officer by majority vote of the Commission's full membership.

Section 2. The President:

1. The President shall preside at all Commission meetings.
 2. The President, with the Commission's advice, shall prepare the agenda for all meetings.
- C. The President shall appoint all committee members and committee chairs who
 - The President shall serve as an *ex officio*, non-voting member of all Commission
- serve at the President's pleasure.
- committees.

Section 3. The Vice President:

- A. In the absence of the President, the Vice President shall act.
- 1. The Vice President shall perform such other duties as the President may determine.

ARTICLE VI

COMMISSION STAFF

Section 1. Director, Department of Elections.

- A. Section 13.104, the San Francisco Charter, which establishes the Director's duties, term of service, method of removal shall control the Director's official conduct.
- B. The Director shall attend all Commission and committee meetings;
- C. The Director shall report timely and regularly to the Commission on all matters concerning the Department's operation.

Section 2. Commission Executive Secretary.

1. The Executive Secretary shall attend all Commission and committee meetings.
 2. B. The Executive Secretary shall be responsible for the proper recordation and
 3. C. The Executive Secretary shall also serve as Executive Assistant to the distribution of all Commission actions, correspondence, agendas, and other duties assigned by the Commission President, including research, assisting committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping the Department of Elections staff prepare presentations before the Commission, representing the Commission at public and political gatherings as required by the Commission President.
- Commission President and, as such Executive Assistant to the Commission President, shall be responsible for communication between the Commission members, the Commission, and the Director, Department of Elections as well as other tasks the President shall assign.

ARTICLE VII

COMMITTEES

Section 1. Standing Committees.

The Commission shall have one standing committee, the General Policy and Budget Committee. Such committee shall be responsible for personnel, budget, and investigating functions when called upon to act by the President. The committee shall establish procedures necessary and proper to fulfill its committee function.

Section 2. Committee Operations.

1. Each committee shall consist of three members.
2. A quorum shall consist of a majority of the committee members.
3. The Committee shall act through majority vote of the Committee.

Section 3. Additional Committees.

A. The Commission may create additional committees when the Commission determines, by a majority vote, such additional committees are necessary.

ARTICLE VIII

Section 1. Quorum.

1. A quorum shall consist of a majority of the Commission.
2. For a motion or other transaction to pass the Commission, it must receive a majority vote of the Commission membership.

Section 2. Public Comment.

1. The Commission meetings are public; the Commission shall encourage public comment.
2. Any public member may address the Commission once for up to three minutes on any agenda item.
3. Public comment is hereby made a permanent agenda item.
4. D. When an item may generate considerable public comment, the presiding officer, at his or her sole discretion, can require public commentators to sign up with the Executive Secretary.
5. ii. Public commentators who do not sign or do not wish to give their name may comment after those who signed up to speak.
6. E. The presiding officer shall have the right to restrict public comment to a maximum of one minute if circumstances warrant restriction.

-
- i. Public commentators will speak based on "sign up" order.

Section 3. Public Minutes.

1. The Commission shall record minutes of each meeting and shall comply with the

provisions of the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.16).

1. Whenever practicable, the Commission shall approve the minutes at the next Commission meeting.

Section 4. Regular Meetings.

A. The Commission shall establish a regular meeting time.

B. A change in the date, time and/or place of Commission meetings shall not require By Law amendment.

- C.Regular meetings and/or special meetings may be held at other places, dates or times, subject to provisions of appropriate notice.

Section 5. Closed Meetings.

A. The Commission is authorized to hold closed (non-public) meetings for limited purposes to discuss and act on matters such as threats to the security of the Department of Elections, consideration of the appointment, employment, evaluation, performance, or dismissal of the Director, Department of Elections, or Commission Executive Secretary, or pending litigation.

B. Upon consultation of the City Attorney, and after determination a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call a closed session.

Section 6. Special Meetings.

A. The President of the Commission may call special meetings to address specific matters.

ARTICLE IX

VOTING

Section 1. Voting and Abstention.

A. Each member present at a Commission shall vote (yes) or (no) when a question is put unless excused from voting by a motion adopted by a majority of members present.

B. If a question of conflict of interest arises, the Commissioners, by majority vote, shall determine if such conflict exists and shall excuse that Commissioner from voting on the question if a conflict is found.

Section 2. Voting By Proxy.

A. No proxy voting.

ARTICLE X

COMMISSION DEALINGS WITH THE DEPARTMENT OF ELECTIONS

A. The Commission shall deal with Department of Elections administrative matters solely through the Director, Department of Elections, or his or her designees; and any dictation, suggestions, or inference prohibited by the San Francisco charter on the part of any Commission member shall constitute official misconduct; provided, however, nothing contained in this section shall restrict the Commission's powers of hearing and inquiry provided in the San Francisco charter.

ARTICLE XI

COMMISSION ANNALS

Section 1. A. Each year, the Commission President shall cause to be bound the "Commission

Annals".

B. Such annals shall be divided into the following sections in a manner so that

succeeding Commissions have ready access to the information contained therein:

1. Budget for the year;
2. President's report;
3. Commission minutes;
4. Other information the Commission deems significant and of assistance to subsequent Commissions.

1. It is the intent to preserve and pass on to successive Commissions relevant information so as to make more effective subsequent Commission tenures by providing institutional memory to assist in resolution of recurring Commission problems.

ARTICLE XII

ROBERT'S RULES

A. At the President's discretion, unless the Charter or other law requires otherwise, meetings shall be governed by the most recent edition of Roberts Rules of Order.

ARTICLE XIII

BY LAW AMENDMENTS

A. The Elections Commission may amend these By Laws by majority vote of the full Commission after circulating the proposed amendments at least ten (10) days prior to the meeting where a motion to amend is to be made.

Adopted: June 6, 2002

Michael Mendelson, President

ARTICLE XIV

The Elections Commission operations calendar

A. The Commission shall establish and maintain a Elections Commission Operation Calendar

B. Such calendar shall, on a monthly basis, state specifically the Commission's mandated

activities for each month of the calendar year

C. The Commission President, the Commission Secretary, and the Elections Department

Director shall meet at a convenient time and place to create such calendar to ensure

that such calendar coordinates effectively the Commission and Department's activities.

1. these individuals shall be designated the Calendar Committee and shall have all powers necessary to determine all relevant matters in the calendar's creation and maintenance
2. after the Calendar's creation the calendar shall be available for dissemination to all parties who request copies of the calendar.

D. The Calendar's dates and events are non-binding, advisory in nature, and have no enforceable legal effect and shall be subject to change with or without notice in the sole discretion of the Calendar Committee or its designee.

Adopted 4-21-04

ATTACHMENT – A

San Francisco Charter
APPENDICES
APPENDIX A EMPLOYMENT PROVISIONS*

**A8.420 ESTABLISHMENT OF AND MEMBERSHIP IN HEALTH SERVICE
SYSTEM**

A health service system is hereby established. Said system shall be administered by the human resources department subject to the approval of the health service board. The members of the system shall consist of all permanent employees, which shall include officers of the city and county, of the San Francisco Unified School District, and of the Parking Authority of the City and County of San Francisco and such other employees as may be determined by ordinance, subject to such conditions and qualifications as the board of supervisors may impose, and such employees as may be determined by collective bargaining agreement. Any employee who adheres to the faith or teachings of any recognized religious sect, denomination or organization and, in accordance with its creed, tenets or principles, depends for healing upon prayers in the practice of religion shall be exempt from the system upon filing annually with the human resources department an affidavit stating such adherence and dependence and disclaiming any benefits under the system. The human resources department shall have the power to exempt any person whose compensation exceeds the amount deemed sufficient for self coverage and any person who otherwise has provided for adequate medical care. Any claim or request for exemption denied by the human resources department may be appealed to the health services board.

ATTACHMENT B

SEC. 13.103.5. ELECTIONS COMMISSION.

An Elections Commission shall be established to oversee all public federal, state, district and municipal elections in the City and County. The Commission shall set general policies for the Department of Elections and shall be responsible for the proper administration of the general practices of the Department, subject to the budgetary and fiscal provisions of this Charter. These duties shall include but not be limited to approving written plans prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election as well as an assessment of how well the plan succeeded in carrying out a free, fair and functional election.

The Commission shall consist of seven members who shall serve five-year terms. No person appointed as a Commission member may serve as such for more than two successive five-year terms. Any person appointed as a Commission member to complete more than two and one half years of a five-year term shall be deemed, for the purpose of this section, to have served one full term. No person having served two successive five-year terms may serve as a Commission member until at least five years after the expiration of the second successive term in office. Any Commission member who resigns with less than two and one half years remaining until the expiration of the term shall be deemed, for the purposes of this section, to have served a full five-year term.

The Mayor, the Board of Supervisors, the City Attorney, the Public Defender, the District Attorney, the Treasurer, and the Board of Education of the San Francisco Unified School District each shall appoint one member of the Commission. The member appointed by the Mayor shall have a background in the electoral process. The member appointed by the City Attorney shall have a background in elections law. The member appointed by the Treasurer shall have a background in financial management. The members appointed by the District Attorney, Public Defender, the Board of Education of the San Francisco Unified School District, and the Board of Supervisors shall be broadly representative of the general public. In the event a vacancy occurs, the appointing authority who appointed the member vacating the

office shall appoint a qualified person to complete the remainder of the term. All members initially appointed to the Election Commission shall take office on the first day of January, 2002.

The initial terms of Commission members shall expire according to the following guidelines: the term of the members appointed by the Mayor and the Board of Education of the San Francisco Unified School District shall expire on January 1, 2003; the term of the members appointed by the Board of Supervisors and the Treasurer shall expire on January 1 2004; the term of the member appointed by the City Attorney shall expire January 1, 2005; the term of the member appointed by the Public Defender shall expire January 1, 2006; and the term of the member appointed by the District Attorney shall expire January 1, 2007.

Members of the Commission shall serve without compensation. Members of the Commission shall be officers of the City and County, and may be removed by the appointing authority only pursuant to Section 15.105. During his or her tenure, neither a member nor an employee of the Commission may: hold any other public office or employment with the City, state or federal government, with a district governmental body, with the governing body of any political party, with any City, district, state or federal official, or with a member of the governing body of any political party; participate in contribute to, solicit contributions to publicly endorse or urge the endorsement of a campaign supporting or opposing a candidate for City, district, state or federal office appearing on the ballot in San Francisco, the governing body of any political party appearing on the ballot in San Francisco, or a City, regional or state ballot measure appearing on the ballot in San Francisco; be an officer, director or employee of or hold a policymaking position in an organization that makes political endorsements regarding candidates or ballot measures appearing on the ballot in San Francisco; be a registered lobbyist or campaign consultant as defined under the City's lobbyist or campaign consultant ordinances; or employ or be employed by, or receive any gifts or other compensation from, a person required to register as a lobbyist or campaign consultant under the City's lobbyist or campaign consultant ordinances, a person who employs someone required to register as a lobbyist or campaign consultant under the City's lobbyist or campaign consultant ordinances, or a person who is employed by or holds office in an organization that makes political endorsements regarding candidates or ballot measures appearing on the ballot in San Francisco. If a person appointed to the Elections Commission is, at the time of appointment, an officer, director or employee of or holds a policymaking position in an organization described herein, that person shall be eligible to serve on the Elections Commission only if he or she resigns from his or her office or employment with that organization within thirty days of appointment.

For the purpose of this Section, "district" shall mean an existing or proposed public entity whose area includes any portion of the City and County of San Francisco or whose candidates or measures appear on the ballot in San Francisco. This Section is not intended to prohibit a member or employee of the Commission from serving with the federal or state military reserves. (Added November 2001)

ATTACHMENT C

A Department of Elections shall be established to conduct all public federal, state, district and municipal elections in the City and County. The department shall be administered by the Director of Elections, who shall be vested with the day-to-day conduct and management of the Department and of voter registration and matters pertaining to elections in the City and County. The Director shall report to the Elections Commission.

For purposes of this section, the conduct of elections shall include, but not be limited to: voter registration; the nomination and filing process for candidates to City and County offices; the preparation and distribution of voter information materials; ballots, precinct operations and vote count; the prevention of fraud in such elections; and the recount of ballots in cases of challenge or fraud.

The Director shall be appointed by the Elections Commission from a list of qualified applicants provided pursuant to the civil service provisions of this Charter. The Director shall serve a five-year term, during which he or she may be removed by the Elections Commission for cause, upon written charges and following a hearing. The Elections Commission shall present the written charges to the Director no less than thirty days before the hearing. If the Elections Commission votes to remove the Director, he or she shall have the right to appeal to the Civil Service Commission. On appeal, the Civil Service Commission shall be limited to consideration of the record before the Elections Commission; however, the Civil Service Commission may independently evaluate and weigh evidence and may in its discretion consider evidence proffered to the Elections Commission that the Commission excluded and may in its discretion exclude evidence that the Elections Commission considered. The term of the Director shall expire five years after his or her appointment. No less than thirty days before the expiration of the Director's term, the Elections Commission shall appoint a Director for the next term, who may but need not be the incumbent Director. Subject to the civil service provisions of this Charter, the Director shall have the power to appoint and remove other employees of the Department of Elections.

In addition to any other conflict of interest provisions applicable to City employees, the Director of Elections and all other employees of the Department of Elections shall be subject to the conflict-of-interest provisions in Section 13.103.5. The Elections Commission, may upon the recommendation of the Director of Elections and a finding that the Department will not have adequate staffing to conduct an election, request from the Board of Supervisors a waiver of the conflict-of-interest provisions in Section 13.103.5 for employees working no more than thirty days in a single calendar year. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion. (Amended November 2001)

DRAFT

Budget and Policy Committee
Elections Commission
May 4, 2005

DOCUMENTS DEPT.

SEP 28 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **CALL TO ORDER:** Chair, Michael Mendelson called the meeting to order at 7:03 pm.
2. **ROLL CALL:** Present were Commissioners Michael Mendelson, and Gerard Gleason. Also present were John Arntz, Director of the Department of Elections and Deputy City Attorney Julia Moll. Absent was Commissioner Richard P. Matthews.
3. **Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of March 2, 2005 and April 6, 2005.** Commissioner Gleason MOVED to approve the minutes. The Motion CARRIED.
4. **Update of the Department's recent issuance of a Request for Proposal for a new voting system by the Director.** Commissioner Gleason said that the Director made a report to the full Commission regarding this item and that to be consistent, it would be more appropriate that the update be made at the full Commission's next meeting. This item was not heard.
5. **Discussion and possible action to recommend that the Commission approve and make the Department of Elections' Outreach Plan the official policy of the Elections Commission.** Commissioner Gleason said that the Outreach Plan met with his approval and that the role of the Commission in regard to outreach was vague. He said that if the Commission adopts this plan as policy, the Commission would be "putting itself in a box". Commissioner Mendelson said that the Charter states that the Director is responsible for Outreach, however, the thought behind having it on the agenda is to give the Commission an opportunity to discuss and determine if the Commission has any recommendations. He said that at the Committee level, public comment could be taken. Commissioner Mendelson said that the Outreach Plan, proposed by the Director, is well done, and that he is happy that San Francisco, out of 58 counties, is the only one with such an extensive outreach program. He said that the Commission should take steps to either ratify the plan or make recommendations to the plan. Commissioner Gleason said that he was in favor of moving this item to the full Commission to have the Commission decide. He said that he wants citizens to have "a sense of ownership" of the voting franchise. The Committee forwards this item to the full Commission for discussion. This item is forwarded without recommendation.

6. **Discussion and possible action to propose an amendment to the Bylaws regarding the procedures for the election of Commission President and Vice President.** Commissioner Mendelson gave background information to a letter he said he had prepared. He said that the Commission has moved "away from putting things out in public", and that the Commission has had a rule of collegiality regarding its election of Commission officers in which no one campaigns, and usually the Vice President ascends to the office of President. Commissioner Mendelson said that he was concerned that Commissioner Matthews contacted him regarding who should run for President of the Commission. Commissioner Gleason said that he likes a system in which candidates are nominated and the membership votes for who should be President, and that he would rather not "telegraph off into the future" who will be the next President because the sitting Vice President will automatically fill the office of President.

This item was forwarded to the Commission without recommendation for discussion on the chain of succession to the Presidency.

ADJOURNMENT at 7:32 pm

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**GERARD GLEASON
SHEILA CHUNG**

City and County of San Francisco

AGENDA

August 4, 2005
5:30 P.M.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place

Order of Business:

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to approve the minutes for the Budget and Policy Committee meetings of May 4, 2005.
4. Discussion and possible action to develop a plan to recommend to the Commission to support voter eligibility notification for felons.
5. Discussion and possible action to investigate the ways and means of having all-postal-return ballots for all elections in San Francisco.
6. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

**REPORT ON NOTIFICATION OF PAROLEES OF THEIR VOTING RIGHTS
FROM THE JUNE 20, 2005 ELECTIONS COMMISSION MINUTES:**

Commissioner Safire said the Public Defender has told him that there are means in place for those felons who want to take part in the education regarding voting rights, but there is no direct contact with people as they are released and there is no requirement that they go and find out what their rights are. The percentage of people who do take advantage of the voting rights information is very low.

Commissioner Safire stated that Commissioner Matthews had informed him that there is a bill pending before the legislature regarding this issue, of which Commissioner Safire informed the Public Defender. Mr. Adachi told Commissioner Safire that he was very supportive of the issues presented in the legislation and will take part in seeing it succeed as much as he is able. Commissioner Safire reported that the Public Defender's office has no ability to participate in the exiting of prisoners from the jails, but would be willing to participate in a meeting or in any way he can to help his clients by educating them about their voting rights. The outcome of the Commissioner's research was that the Public Defender is willing to support voter education in a very active way but would appreciate ideas from the Department or the Commission.

Commissioner Safire suggested that the Budget and Policy Committee come up with a plan which could be presented to Public Defender Adachi.

Commissioner Townsend agreed with the idea of having the Budget and Policy Committee get involved but added that any real movement to get something accomplished would have to happen with the parole and probation departments. He said that he hopes the Commission and Department could "encourage" these departments to give materials that explain when and how their voting rights are reinstated.

Commissioner Safire reminded the Commission that the majority of people in County Jail are not sentenced, their position of sentencing is suspended, and therefore they never lose their voting rights.

FROM THE MINUTES OF THE JUNE 15, 2005 MINUTES:

- (e) **Discussion and possible action to appoint a Commissioner or a committee of Commissioners to investigate the ways and means of having all-postal-return elections for all elections in San Francisco, including but not limited to: identifying which sections of the California Elections Code would have to be amended in order for San Francisco to undertake all-postal elections; studying the Oregon method of conducting statewide elections solely by mail; conferring with the Director of Elections about the operational requirements of conducting all-postal elections in San Francisco; and any other topic necessary for the Commission to make informed choices about whether to pursue this method of voting.** Commissioner Mendelson MOVED and Commissioner Chung SECONDED the item.

Commissioner Townsend said that he would be opposed to an all postal-return election system because he feels the City should be increasing not decreasing the ways in which voters can cast their ballots.

Commissioner Mendelson suggested that this item be referred to the Budget and Policy Committee for investigation and public input, and MOVED to commit this topic to the Budget and Policy Committee. SECONDED by Commissioner Safire.

Public Comment – David Pilpel said that the Budget and Policy Committee is the proper place to hear this item and that this subject could not be implemented until state law is changed. Steven Hill said it was an interesting proposal worth further investigation and suggested using “regional” precincts in addition to all-postal-ballots, which would be a great cost savings. Mr. Hill said that a state law is not necessary because the City of Berkeley already has an all-postal-ballot, and said this would be a good way to handle elections with traditionally low voter turnouts, special elections and elections when there are few items/candidates on the ballot.

The roll call vote to send this item to the Budget and Policy Committee CARRIED unanimously.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



GERARD GLEASON, CHAIR
SHEILA CHUNG, VICE CHAIR
RICHARD P. MATTHEWS

City and County of San Francisco

(Approved: February 7, 2006)
City and County of San Francisco
**ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE**
Minutes of the Meeting Held
Thursday, August 4, 2005

DOCUMENTS DEPT.

SEP 28 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **Call to Order and Roll Call.** Chairperson Gerard Gleason called the meeting to order at 5:30 pm. **PRESENT:** Vice Chair Sheila Chung and Commissioner Richard P. Matthews and Chairperson Gerard Gleason.
2. **Discussion and possible action to approve the minutes for the Budget and Policy Committee meetings of May 4, 2005.** Commissioner Matthews **MOVED** and Commissioner Chung **SECONDED** approval of the minutes. The motion **CARRIED**.
3. **Discussion and possible action to develop a plan to recommend to the Commission that it support voter eligibility notification for ex-offenders.** Chairperson Gleason explained that there is one group of citizens from whom the right to vote is denied, persons within the jail system. He said he wanted to discuss the rights of persons in the jails and those who are released. Vice Chair Chung gave a review of Commissioner Safire's report at the full Commission regarding his investigation and discussion with the Public Defender. At that time, Commissioner Safire stated that the Public Defender was open to supporting efforts to educate ex-offenders regarding their voting rights. Commissioner Gleason said that some effort should be made to educate the public as well as ex-offenders about this issue, the status of the DoE regarding this topic and what other agencies should be involved. Commissioner Gleason said that there is a state code, through the Secretary of State, that requires High School graduates to be given a voter registration form upon graduation. This is not always done, he reported.

Eileen Hirst, Chief of Staff to the S. F. Sheriff addressed the Committee. She reported that Title 15 of the California Code of Regulations requires that County Jails provide voter information and assist prisoners in registering to vote and having access to absentee ballots. Currently, Prisoner Legal Services, a division on the Sheriff's Department, includes voter information during their contact with the prison population. The Sheriffs' Department has flyers posted throughout the jails that inform inmates about voting procedures.

Ms. Hirst said the jails work closely with DoE's Voter Services Division manager Deborah Brown, regarding the voter applications, absentee ballots and getting them returned to the DoE in time before the polls close.

Ms. Hirst stated that it is easier to reach persons in custody than those who are released and do not return to the jails. She gave the Committee a list of five organizations who have direct contact with ex-offenders: Senior Ex-Offender Network, Legal Services for Prisoners with Children, Northern California Service League, Friends Outside and California Prison Focus. Ms. Hirst said that all but Friends Outside have a San Francisco office.

Ms. Hirst suggested that the Commission contact residential treatment programs, social service programs like "Ariba Juntos" who do job finding and transitional services.

The Sheriff's Department has a charter high school in the jails, in which civics classes are very popular. She said post-release high school classes are also available and voting information is available.

Commissioner Chung asked if prisoner legal services conducts exit interviews with prisoners who are leaving, or give the released prisoners packets of information in which voting materials could be provided. Ms. Hirst answered that they do not. She said there are two entities that have contact with prisoners when they leave: the Department of Public Health, and the charter school. There are 42,000 bookings annually, and 2000 prisoners in the system on any given day. Voter information is readily available to these prisoners "if they are paying any attention at all." A large portion of the population exits to state prisons.

Commissioner Chung asked Ms. Hirst where, in the system, should the Commission devote its attention to get the best results. Ms. Hirst suggested the focus should be on ex-offenders who are released from state prisons and have not come back to jail and are availing themselves of services by one of the organizations listed or a job finding service. It is a real challenge, finding these ex-prisoners. She said that it's amazing how many people make the assumption that because they have been to prison, they are no longer eligible to vote. Ms. Hirst said that getting cooperation from the State Parole Office would be helpful.

Commissioner Gleason asked Ms. Hirst to clarify the terms "parole" and "probation". Ms. Hirst explained that probation, in broad terms, is a county function and parole is a state function – when a person is convicted of a felony, that person receives a certain amount of years in prison followed by a number of years on parole which is typically three years. When a felony commitment is completed, the right to vote is restored along with other civil rights. If the prisoner is convicted of a misdemeanor, he maintains his voting right.

Commissioner Matthews suggested that the Commission might contact the Secretary of State's Office and suggest that they contact the newly restructured state correctional system regarding educating ex-felons of their franchise rights.

Deputy City Attorney Julia Moll asked what percentage of the jail population is there pre-trial or pre-sentencing? Ms. Hirst answered that the number is close to 70 to 80%, but many are on parole for a previous offense.

Commissioner Chung suggested that law students might want to get involved in educating prisoners about voting rights.

Director John Arntz reported that Prisoner Legal Services is very active in contacting inmates about voting and has a list of all prisoners who are eligible to vote. The DoE has worked with this group in the past to get absentee ballots to inmates. The DoE is now looking to set up a separate program for inmates which will be similar to the one used for hospital patients. Ballots will be delivered to the facilities and returned in time for tallying. This will be a new system in the jails and will be in place for the upcoming election. The V.I.P. will have information regarding ex-offender rights, and the same will be true of the DoE's website. The Director said that the Department has contacted the state probation department, the Department of Correction, and the parole community division to allow the DoE to provide information to people leaving the prison system to be aware of their rights. A brochure is being developed to send to Prisoner Legal Services and the State regarding voting rights and the DoE's Outreach Division is formulating ways to reach that population.

Commissioner Gleason asked what would happen if a prisoner or ex-offender called the DoE and asked if he or she could vote, where does the Department refer the caller? Director Arntz said that there is a basic "cheat sheet" that staff refers to when answering questions from the public. However, with so many levels of custody, he doesn't feel his staff will ever be able to answer that question with great detail. Mr. Arntz said that what staff usually reply is "as long as you are not convicted of a felony or your parole has ended, you are eligible to vote." Mr. Arntz said that he could contact the Public Defender's Office to determine a resource for determining a voter's eligibility, because that office has offered to assist the DoE.

Public Comment – David Pilpel said that he was "troubled" that the DoE would refer someone to another agency for information about voting rights.

4. **Discussion and possible action to investigate the ways and means of giving all-postal-return ballots for all elections in San Francisco.**

Commissioner Matthews said that he realizes this procedure could not be implemented for several years but wanted to research it. He reported that the state of Oregon has been using all-postal-return ballots for years and voters'

satisfaction has been high. Last year, Oregon had an over 85% voter turnout, fraud issues were resolved, and it's the only state where 100% of all ballots are signature-checked.

Commissioner Matthews said that he wants to investigate the drawbacks to such a system, what was Oregon's experiences, what were their problems, how did they do it?

Commissioner Chung asked what problems had Commissioner Matthews heard about. Commissioner Matthews said that ballot security, sight-impaired voters' concerns, voter's wanting to change their vote or who spoil their ballot, and possible drop-off sites for voters who failed to mail their ballots in time were some that he recalled.

Commissioner Gleason asked if the Secretary of State has done an investigation of this topic. Director Arntz said that he did not know but would check to see if the committee that was considering the topic produced a report.

Commissioner Matthews stated that there was a plan to have five or six California counties pilot all-postal-return ballots, but the pilot plan never went forward. He asked the Director if, when time permitted, he and his staff could do a report of cost and savings that would be realized by the City if an all-postal-return ballot was a reality.

5. **Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.**

David Pilpel recalled attending a conference ten years ago in which the Secretary of State of Oregon announced that the state was about to proceed with its all-postal-return ballot plan. Mr. Pilpel suggested ten "super sites" where voters could take spoiled ballots and/or ask questions.

6. **ANNOUNCEMENTS** – Richard Matthews announced that the formal composition of the Budget and Policy Committee is as follows: Commissioner Gerard Gleason is Chair, Commissioner Sheila Chung is Vice Chair, and Commissioner Richard Matthews is the third member.

ADJOURNMENT at 6:30 pm

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**

City and County of San Francisco



**GERARD GLEASON, CHAIR
SHEILA CHUNG
RICHARD P. MATTHEWS**

Notice..
AGENDA

**January 11, 2006
5:30 P.M.
City Hall, Conference Room 421
1 Dr. Carlton B. Goodlett Place**

DOCUMENTS DEPT.

JAN - 6 2006

**SAN FRANCISCO
PUBLIC LIBRARY**

01-05-J6P02-41 11/11

Order of Business:

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to approve the minutes for the Budget and Policy Committee meetings of August 4, 2005.
4. Discussion and possible action to recommend that the Elections Commission approve a Supplemental Budget request for Fiscal Year 2005-2006.
5. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**

City and County of San Francisco



GERARD GLEASON, CHAIR
SHEILA CHUNG
RICHARD P. MATTHEWS

Notice...
AGENDA

January 11, 2006
5:30 P.M.
City Hall, Conference Room 421
1 Dr. Carlton B. Goodlett Place

Order of Business:

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to approve the minutes for the Budget and Policy Committee meetings of August 4, 2005.
4. Discussion and possible action to recommend that the Elections Commission approve a Supplemental Budget request for Fiscal Year 2005-2006.
5. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

DOCUMENTS DEPT.

JAN - 6 2006

SAN FRANCISCO
PUBLIC LIBRARY

11-05-06P00152, RCVD

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**GERARD GLEASON, CHAIR
SHEILA CHUNG
RICHARD P. MATTHEWS**

City and County of San Francisco

AGENDA

**February 7, 2006
4:00 P.M.
City Hall, Conference Room 408
1 Dr. Carlton B. Goodlett Place**

DOCUMENTS DEPT.

FEB - 2 2006

**SAN FRANCISCO
PUBLIC LIBRARY**

02-02-15P03:37 RLV

Order of Business:

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of August 4, 2005.
4. Discussion and possible action to recommend that the Elections Commission approve a Supplemental Budget request for Fiscal Year 2005-2006.
5. Discussion and possible action to review the Elections Department budget for FY 2006-07.
6. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT



Memorandum

Date: February 3, 2006
To: Honorable Members, San Francisco Elections Commission, Budget and Policy Committee
From: John Arntz, Director
Subject: Approval of Supplemental Appropriation Request for June 2006 Election

The Department of Elections seeks the approval of the San Francisco Elections Commission of the proposed supplemental appropriation request the Department plans to submit to the Mayor's Office to adequately fund the Department for the remainder of fiscal year 2005/2006 (FY 05/06). This requested appropriation is meant to fund the temporary staffing and materials necessary to install and implement a new voting system for the June 6, 2006 Gubernatorial Primary Election, to comply with federal laws under the Help America Vote Act to increase the accessibility of voting and polling places including the locating and preparing polling places that are fully accessible, and to conduct the canvass of the election. The appropriation requested is approximately \$1,454,912

The 2004/2005-baseline budget provided XXX for temporary staffing in a fiscal year with two elections although the Department's actual expenditures in 2003/2004 was \$1,707,000 for a fiscal year with one election. The final budget provided to the Department for temporary staff was \$1,525,759 with an additional amount of approximately \$100,000 for temporary Bilingual Outreach Coordinators. Thus, the Department will not have sufficient funding for the temporary staff needed to conduct the June 6, 2006 election.

At the time of the submission of the FY 05/06 annual budget, the Department had issued a request for proposal (RFP) for a new voting system that would bring the City into compliance with the Help America Vote Act (HAVA) and state laws surrounding voting systems and accessibility at the polling places. However, the funding and staffing resources necessary for implementation of this new voting system were not known at the time of budget submission as the Department had not yet completed the RFP process nor had the Panel selected a new voting system. For this reason, the Mayor's Budget Office requested the Department to provide information concerning the selection of a voting system and the staffing and materials necessary as a separate budget once information became available and public. As stated in previous discussions, the cost of the new system hardware, software, installation and warehousing will be paid for under monies secured through Prop 41's Voting Modernization Bond, and the Help America Vote Act. This supplemental appropriation will need to cover the cost of temporary personnel and any other materials and supplies not covered under the new voting system contract, but will not represent funding for the new system.

4.0

The supplemental appropriation is meant to allow the Department to meet the requirements of new state and federal laws regarding accessible voting and the canvass of the ballots. Already, 79 polling locations used for the November 2005 election canceled and will need to be replaced for the June 2006 election and 113 inaccessible locations will need to be replaced to meet the requirements of the Help America Vote Act. Also, the canvassing of ballots will change substantially since the Department will need to comply with a new state requirement to use the voter verifiable paper audit trail (VVPAT) produced by the touch-screen voting machines as the official paper audit record during the 1% manual tally (EC §15627 and §19253; Amended and added by Stats. Chapter 724, 2005).

Attached to this memo you will find the Supplemental Budget, along with brief line-item explanations for each category. Please contact me if you need clarification or more detailed information to make your decision.

J.P.A.

4.1

Elections FY0506 Supplemental Budget

The November 2005 citywide election encompassed 578 precincts over the 11 Supervisorial Districts. There were 17 mail ballot precincts, 561 polling places and an early voting counter at City Hall. Approximately 2,900 inspectors and clerks were required to staff the polls and be available on stand-by on election day. There were 428,481 registered voters in the City and County of San Francisco of which approximately 120,813 were permanent absentee voters. Each registered voter received an English voter information pamphlet as well as a Chinese or Spanish pamphlet if the preference was indicated on their voter registration. Ranked Choice Voting (RCV) was implemented citywide for the first time and polling places were staffed with bilingual pollworkers. A Help America Vote Act (HAVA) mandated accessible voting system will be introduced for the June 6, 2006 election. The Department of Elections requests a supplemental appropriation to provide funding for temporary staffing and miscellaneous expenditures associated with the new voting system and the implementation of new HAVA requirements.

1G AGF AAA - Supplemental Request

Object	Description	Detail	Budget
005	Temporary Salaries		966,819
013	Mandatory Fringe Benefits		118,636
026	Court Fees and Other Compensation		6,000
	Pollworker Class Instructors	6,000	
027	Professional & Specialized Services		124,052
	Translation, typesetting and layout	20,000	
	Payments to Pollworkers - stipend	74,052	
	Payments to Pollworkers - training	30,000	
030	Rents & Leases - Building & Structures		33,183
	Class room rental - SF Community College - Alemany Campus	5,133	
	Polling Place Stipend	28,050	
031	Rents & Leases - Equipment		5,190
	Vehicle Rental	5,190	
035	Other Current Expenses		138,815
	Pollworker training manual	1,000	
	AV Ballot postage	14,000	
	AV Ballot return postage	10,000	
	VIP postage	22,500	
	Other postage	500	
	Outreach - Citywide mailer	60,518	
	Header cards	8,550	
	Educational video	21,747	
040	Materials and Supplies		34,718
	Electrical	10,590	
	Change of Polling Place Signage	5,228	
	Directional Signage	8,200	
	Other Precinct and Canvass Supplies	10,700	
060	Equipment Purchase		27,500
	PC work stations	11,000	
	Laptop with recording and editing software	2,500	
	Replacement Server	14,000	
Total			<u>\$ 1,454,912</u>

Elections FY0506 Supplemental Appropriation Line Item Explanations

005 Temporary Salaries-Misc. (\$966,819)

Temporary Salaries (\$ 966,819)

A shortfall in temporary staffing for FY0506 is projected. The complexity of a primary election and the introduction of a new voting system combined with HAVA provisions requires increased staffing in many areas including outreach, logic and accuracy, poll locating, equipment delivery, poll worker training, publications and canvass.

013 Mandatory Fringe Benefits (\$118, 636)

Mandatory Fringe Benefits (\$118, 636)

Fringe benefits are calculated by the City's Controllers Office, and the expenditure increases with staffing numbers. Benefits for staff with more than 1040 hours accrued are approximately 25% to 28% of salary. Deductions for staff with under 1040 hours are 8.73% of salary and cover Social Security and State Disability

026 Court Fees and Other Compensation (\$6,000)

Pollworker Class Instructors (\$6,000)

The new voting system requires pollworkers receive an additional or extended training class. It is projected that six additional trainers are needed to handle the extra training. Trainers average \$1,000 each in the 4 weeks of training classes leading up to an election.

027 Professional & Specialized Services (\$124,052)

Translation, typesetting and layout (\$20,000)

Chinese and Spanish translations of all training materials and pollworker manuals on the new voting system are needed. Chinese, Spanish and Russian translation and typesetting of all outreach materials and new HAVA mailings. It is estimated that 200 hours of translation, proofing, typesetting and layout will be required. Vendor rates are \$95/hrly.

Payments to Pollworkers - stipend (\$74,052)

Inspectors, Pollworkers, translators and stand-by inspectors and pollworkers combine to average 5 workers per precinct. The new voting system requires that two pieces of voting equipment a direct recording device and a optical scan ballot card tabulator, be in each polling place. The complexity of the primary election, the introduction of a new voting system, and the two pieces of equipment require an additional worker at each of the City's 561 polling places. The stipend for pollworker training and election day service is \$132 per worker for 561

Payments to Pollworkers - training (\$30,000)

Currently, the training class for experienced pollworkers is 1 1/2 hours and 2 1/2 hours for new pollworkers. Election workers receive \$30 for attending the training class. An additional hour of training on the new system and HAVA procedures will allow the Department's trainers to facilitate additional role-playing, troubleshooting scenarios and possible situations that may be faced by the pollworkers during the June election. Pollworkers and inspectors will receive an additional \$10 for the extra training class.

4.3

30 Rents & Leases - Buildings & Structures (\$33,183)

Class room rental - SF Community College - Alemany Campus (\$5,133)

Pollworker training classes are held at the San Francisco Community College District's Alemany Campus. Room rentals, custodial fees and campus police rates have increased. Thirty additional training classes are also planned. Classroom rental rates have increased from \$20 to \$40 per hour, campus police from \$42.16 to \$61.27 per hour and custodial fees from \$30.14 to \$44.02 per hour. The June pollworker training calendar has 275 hours of class time, 75 hours of campus police and 32 hours of custodial time scheduled. The difference in the funds needed minus funds available equals the new funds requested.

Polling Place Stipends (\$28,050)

136 square feet of additional space is needed at each polling place to accommodate the new voting system and to meet HAVA accessibility requirements. Current stipends will have to be increased to attract more spacious facilities as well as utilize additional electrical outlets. Current stipends are \$100 per polling site. A \$50 increase in the stipend is projected for the 561 polling place locations.

31 Rents and Leases - Equipment (\$5,190)

Vehicle Rental (\$5,190)

11 Central Shop vehicles were garaged for the November 2005 election. Increased outreach for the June 2006 Primary Election requires the use of 2 additional City vehicles. Governmental Parking in Civic Center Garage is \$180 per month. The two additional vehicles will be garaged for 4 months (\$1,440). Also, 5 extra delivery trucks will be rented to handle the increased precinct supply deliveries and retrieval of additional voting equipment (HAVA-compliant voting machine). Extra delivery routes have been added to meet delivery deadlines (\$3,750).

35 Other Current Expenses (\$117,068)

Pollworker Training Manual (\$1,000)

The addition of extra pollworkers requires the printing of extra training manuals. 800 additional manuals will be printed for distribution to potential pollworker recruits and training classes at a printing cost of \$1.25 each.

AV Ballot Postage (\$14,000)

Postal rates increased on January 8, 2006. 140,000 absentee ballots are projected to be mailed for the June 2006 Election. Each mail piece will have two informational inserts, a return envelope and up to 4 ballot cards. The increased postal rate adds .10 per unit mailed.

AV Ballot Return Postage (\$10,000)

The increase in postal rates adds .10 to each postage paid returned absentee ballot. It is projected that 100,000 AV ballots will be returned by mail.

VIP Postage (\$22,500)

450,000 Voter Information Pamphlets (VIPs) are projected to be mailed for the June 2006 Election. The increase in postal rates adds .05 to each unit mailed.

Other Postage (\$500)

An approximate 5.4% increase in postal rates will increase postage on the standard mail units the Department has scheduled. Approximately 25,000 pieces of mail will require an additional .02 each. These mailings include change of address cards, change of polling place cards and mailings to pollworkers.

4.4

Outreach - Citywide Mailer (\$60,518)

A postcard mailing to every voting household regarding the new voting system and HAVA related information is planned. Production costs \$441, printing \$22,095 and postage \$37,982.

Header Cards (\$8,550)

Header cards are used with the high speed ballot tabulators to identify the precinct number before absentee ballots are processed. Upgraded software in the new ballot tabulators requires reformatted header cards. 9,000 cards will be printed at \$.95 each.

Educational Video (21,747)

The new voting system requires comprehensive voter education. A multilingual informational video will be produced for use at outreach presentations, pollworker training, clips for public service announcements, and media distribution. The video will also be accessible for public education through the website, and at City Hall

040 Materials and Supplies (34,718)**Electrical (\$10,590)**

The new voting system is composed of 3 electrical units. Each polling place will require power surge bars and additional extension cords. Precinct Services has evaluated the sites and determined that 300 25-foot extension cords (\$8.00/ea), 600 power strips (\$3.35/ea) and 1,200 9-foot (\$5.15/ea) extension cords will be needed to meet the increased electrical demand. Additional electrical adaptors will be required.

Change of Polling Place Signage (\$5,228)

The Department's Precinct Services Division project that up to 300 polling places may have to be relocated before the June 2006 election. 113 currently inaccessible sites have to be relocated to meet HAVA requirements, 120 polling places have to be relocated to accommodate the additional space and electrical needs of the new voting system. Each election an average of 13% of polling places cancel and need to be relocated. 79 locations were relocated leading up to the November 2005 election. Base units and signs are \$21 each.

Directional Signage (\$8200)

The most effective and compliant polling place directional sign currently is the 13.25" x 12" double sided hardback sign with white background, blue text, directional arrow, and an American flag. It is printed in English, Chinese and Spanish and mounted on a 28" plastic cone base. Relocation of polling places will require 200 more signs at \$41 per unit.

Other Precinct Supplies (\$10,700)

Sanitary headset covers for assistive listening devices (600 packs @ \$12/ea). New system supply containers for delivery and supply vehicles (\$50 @ \$40/ea). Pallet style containers for supply trucks (\$1,500)

060 Equipment Purchase (13,500)**PC Work Stations (\$11,000)**

Five new permanent workstations are needed. Two work stations with include multi language support to create electronic ballot designs for the new voting system. Two work stations will be designated to create test scripts for logic and accuracy testing. One work station will be used for the HAVA-mandated Cal Validator (voter registration identification) file transfers to and from the Secretary of State. Each work station will cost \$2,200

4.5

Laptop with Recording & Editing Software (\$2,500)

One Laptop with recording and editing software (1 laptop, 1 microphone, 1 Microsoft office suite, 1 headset, 1 wavelab sound editing and recording software, 1 usb memory (512MB) is necessary to create an audio ballot that will be use for the touch-screen voting machine. Total is 2,500.

Replacement Server (\$14,000)

The voter registration and windows security authentication information data management system server is over 5 years old, slow and unable to sustain the increased workload resulting from HAVA mandates. The extra work load causes the server to crash and lock. The server must be replaced in order to ensure the integrity of data management and security authentication for the June 6 Primary Election.

4.6



Memorandum

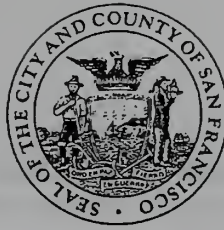
Date: February 3, 2006
To: Honorable Members, Budget and Policy Committee, San Francisco
Elections Commission
From: John Arntz, Director
Subject: Department of Elections Annual Budget for Fiscal Year 2006/2007

The Department of Elections seeks the approval of the San Francisco Elections Commission of the proposed baseline budget for the Fiscal Year 2006/2007. The annual budget, in the amount of approximately \$8,691,371 is meant to cover the administrative costs of daily operations through the fiscal year and the costs associated with the upcoming November 7, 2006 election. The budget will support the work of 10 Divisions and a staffing plan that grows from as few as 20 to over 200 employees, more than 3,000 pollworkers, and 561 polling places. This annual budget also contemplates the funding necessary for the implementation of Ranked-Choice Voting using the City's new voting system in November 2006.

As you know, the Department does more than conduct elections. There are daily core tasks intrinsic to the Department's functions such as voter registration, voter database maintenance, multilingual services, petition signature verification for local and statewide initiatives and referendums, website maintenance, general customer service needs and daily public requests, and continuous planning and review of departmental procedures. Other essential programs that have become the foundation of the Department's successful conduct of elections are the Department's Voter Outreach and Education program and the partnerships developed with the local community leaders and organizations; the Student Pollworker program that provides the Department nearly half of the pollworkers and a majority of bilingual pollworkers necessary on Election Day; Brown Bag Lunch workshops for candidates and ballot initiative proponents; and the Inmate and Hospital Absentee Voting Programs. The Department is also responsive of the need to develop new election-related programs for voters and pollworker to maintain public awareness of laws affecting voter registration and voting systems, as well as new programs encouraged by this Honorable Commission such as the Ex-offender Outreach Program.

We want to continue the current programs and continue to strive for success, such as better ways to provide customer service at the office and in the community; further develop ideas for recruiting and training pollworkers in preparation for election day; strive for a more accurate voter roll through improved relationships with outside agencies such as the Department of Motor Vehicles; and continue to secure accessible polling places and work to maintain sites that meet the highest standards. Internally, we would like to focus on maintaining an adequate staff base, fill open positions, and secure even more permanent positions. The Department also recognizes the need to search for cost-savings through the development of internal databases, the purchase of automated equipment, finding efficiencies in our processes, and finding funding resources to support the Department's activities.

5.0



**EFFICIENCY PLAN FOR SAN FRANCISCO'S
DEPARTMENT OF ELECTIONS
*FISCAL YEAR 2005 - 2006***

<i>I. Mission and Goals</i>	<i>2</i>
<i>II. Programs, Services and Key Accomplishments</i>	<i>3</i>
<i>III. Customer Service and Performance Measures</i>	<i>11</i>
<i>IV. Strategic Planning</i>	<i>16</i>

II. PROGRAMS AND SERVICE GOALS

This section may include:

- A thorough description of major departmental programs and initiatives; including goals and objectives for each, as well as the processes and resources required to meet these objectives; and
- An illustration of how the department has allocated fiscal resources to the department's most important priorities and goals.

The City and County of San Francisco has approximately 750,000 residents and 435,000 registered voters. Each election season, the Department reaches out to those residents of the City that are not yet registered in an effort to educate and get them involved in the process. The Department locates and sets up 561 polling places, and has a goal of 100% accessibility in 2006. The Department trains and deploys over 3,200 pollworkers each election to the 561 polling places; issues, collects and tabulates ballots (which could be a massive number of ballot cards); verifies thousands of signatures on absentee ballots and initiative petitions; assists in the qualification of candidates and local ballot measures for the ballot; and prints, translates, and mails a Voter Information Pamphlet to each registered voter.

To meet the needs of a growing electorate, we are committed to providing the best quality service possible, and we aim to continue to improve our service standards.

The responsibilities of the Department of Elections are, but not limited to, the following:

- Conducting all federal, state, and local elections in a manner consistent with laws;
- Maintaining and updating San Francisco's voter roll;
- Maintaining community outreach and education programs for the citizens of San Francisco as required by federal, state, and local laws;
- Providing information regarding elections, election results and record retention;
- Performing duties required under state law, acting as state filing officer, and managing the process for filing and maintaining public file of state campaign finance reports;
- Conducting Business Improvement (Community Development) District, Health Service System Member and Retirement System Member elections.

The Department of Elections is composed of nine major divisions (see attached Division Summary). Each Division, or team, plays an integral role in the success of the Department. They are as follows:

1. Administrative
2. Ballot Distribution: Absentee and Precinct Ballots, and Canvassing of an Election
3. Campaign Services
4. Management Information Systems, including Logic & Accuracy Testing
5. Pollworker Recruitment and Training
6. Precinct Services/ADA Requirements
7. Publications (Official Ballot and Voter Information Pamphlet)
8. Voter Outreach and Education
9. Voter Services

While the Department has a base of multiple programs, important priorities and goals for the upcoming Fiscal Year of 2005 – 2006, currently, 75% of its resources are allocated towards supplies and services while the remaining 25% goes towards staffing.

Goal #2

Continue to improve upon and provide for a public outreach and education plan that includes information about ranked-choice voting and how to mark the ballot, as well as focuses on increasing voter registration and overall participation in the elections process.

Main Divisions: Voter Outreach and Education and Voter Services

Process and Resources

The Voter Outreach and Education Division conducts activities year-round, and intensifies efforts in the months immediately preceding any election. The Division prepares an outreach program prior to the election that establishes the specifics of accomplishing voter outreach and education. The program also includes resources for hiring bilingual outreach coordinators to provide multilingual voter services, translating election-specific material, developing and distribution of election related brochures and other materials, developing and distribution of advertisements and public service announcements, and conducting community presentations and attending tabling events. The Voter Outreach and Education Division coordinators are also available to give interviews to ethnic media outlets and run informational booths at street and trade fairs throughout the city. They also attend swearing-in ceremonies for new citizens and encourage these new citizens to register to vote immediately following the ceremony.

Last year, this Division provided over 380 outreach and education events, with 10 full-time staff, to the residents of San Francisco. The goal this year is to seek creative ways of providing outreach and education citywide for all voters while working with less than one third the funding and half the number of outreach staff. One major portion of the outreach plan that was not funded was the community outreach grant program. This will reduce the amount of community presentations and also reduce the number of organizations able to work with the Department to educate the voters. The Outreach Division does continue, however, to work with local community organizations and community leaders to conduct such presentations and voter registration drives at fairs and events.

For several years now, the Department has worked closely with Prisoner Legal services from the City's Sheriff's Office. Together, the Department and Prisoner Legal Services seek to increase voter registration among inmates in the county jails and encourage them to vote. Through internal prison outreach, inmates are supplied voter registration cards and absentee ballot applications. Prisoner Legal Services obtains absentee ballots from the Department and also returns them prior to the close of voting. Similarly, the Department works with hospitals throughout the City by providing voter registration forms to their internal outreach staff that then delivers these to the Department for processing.

The Department participates in the Mayor's Youthworks Program in which high school students work in to the Department on a part-time basis depending on their school schedules. Department staff mentor the students in the workplace and encourage them to be aware on how they can participate in voting once they are 18.

Goal #4

Involvement in the legislative process to find ways to take steps to improve elections processes for San Francisco.

Major Divisions: Administration

Process and Resources

Beginning in 2005, the Department became more involved in the legislative process through participation at both the city and state level in supporting bills of interest. The Department began attending monthly meetings with the Mayor's Legislative Committee, bringing forth bills affecting the Department and the City in regards to elections. The Department was successful in obtaining the support of four senate and assembly bills, all of which are on their way to the Governor's desk.

The Department has also participated at the state level by attending meetings with the California Association of Clerk's and Elections Officials (CACEO) who research to support/oppose/take no position on state bills affecting the elections process. While the Department may not always agree with the decisions of the members of CACEO, the Department is using this experience to voice opinion and show involvement on behalf of San Francisco.

Locally, the Department is working with the City Attorney's Office to find ways to improve processes for Campaign Services regarding the duties of the filing officer for state campaign finance reports, for conducting the Retirement and Health Service Board Member elections, and also learning how to affect "clean-up" legislation for the Municipal Election Code.

Goal #5

Continue the education of current employees by encouraging participation in programs offered by the City and State; also, continue to provide opportunities for staff members to offer training to fellow employees on various topics such as customer service and providing services to those with disabilities.

As technology and information changes at a rapid pace, the Department has made it a priority to encourage staff to constantly educate itself.

Major Divisions: Administrative Division and Management Information Systems

Process and Resources

In July of 2005, the Office Manager worked in conjunction with a Usability specialist who provided mandatory training to the core staff of the Department on the usability and accessibility in voting systems equipment; this training brought to light several issues on usability in other areas for the Department such as ballot layout, how pollworkers are trained and the ease of usability of our website.

Then in August 2005, core staff were trained by the Office Manager on general election terminology in American Sign Language (ASL) in an effort to increase awareness of those with hearing loss or impairment and improve the staff's ability to assist these voters. Additionally, signage was placed on the Department's bulletin board and inner lobby area on how to request an interpreter or assisted listening device at Departmental public meetings; a form for these types of requests was also created.

Department's various locations throughout the City which are City Hall, Brooks Hall (within Bill Graham Civic Auditorium), and 240 Van Ness.

Beyond providing tours, interviews, and observation of processes, the Department also provides important information to the public about participation in the election process.

Customer Service Counter and Telephone Assistance

As the first point of contact for the public, the Campaign Services Division is responsible for providing general information about registration and voting, and assisting customers with general inquiries about any election the Department conducts. Campaign Services is also responsible for facilitating the filing of candidate nomination papers, ballot initiatives, the proponent, opponent and paid arguments that appear in Voter Information Pamphlets, and receiving and maintaining a public file of state campaign finance disclosure documents.

The Campaign Services Division operates the public counter and telephones Monday through Friday, during normal business hours. The Department also has dedicated telephone lines available for staff to provide multilingual voter services in Chinese and Spanish. The Department can also provide assistance in other languages such as Russian, Vietnamese, and Tagalog through employment of staff members in other Divisions. Campaign Services operates the public phone bank that opens for service beginning three weeks prior to and through election day.

Electronic Customers

The emergence of the information age and the development of Internet and e-mail have resulted in an increasing number of customers contacting the Department via this medium. The Department is conscious of this trend in its customer service strategy and as a result, the Management Information Systems Division keeps the Department's website up-to-date with current election information and archival information on past and current elections. The Elections website can be translated to Chinese or Spanish by selecting these languages on the home page. Most forms are translated into Chinese and Spanish and are also available online.

In an effort to maintain the most up-to-date information for the public, the Department posts election-related forms on our website at www.sfgov.org/elections and makes these available in our office. The Department also provides customer service via e-mail at sfvote@sfvote.org

III. CUSTOMER SERVICE AND PERFORMANCE MEASURES

This section may include:

- A description of how your department engages the public's—and other important stakeholders'—feedback on the services you provide, as well as the standards your department has set to provide services in a timely, responsive, and effective manner;
- A description of the measures employed by the department to assess their progress on meeting the mission, goals, and objectives of that department and its programs; and
- A current and/or recent assessment of the departments' performance on those measures, comparison to the prior year, and, where available, comparisons to other jurisdictions.

In order to engage the public's feedback on the services we provide, as well as the standards our department has set to provide services in a timely, responsive and effective manner, we have implemented several new procedures.

Customer Service

General Customer Service

The Department has revised its customer comment form which the Department uses to improve its services based on the feedback provided to us. Additionally, the Department provides an email address that allows anyone to send general inquiries or information requests, some of which may require further research. The Director oversees all information requests and will assign specific Division managers to fulfill the requests. A draft of the answer is provided to the Director who will then edit the document before it is sent to the requestor. As a rule of thumb, the Department answers all requests within 24 hours; if research causes further time to elapse, the requestor is contacted and notified of the estimated time needed to fulfill the request. The Director's assistant maintains a file of all requests. When receiving telephone inquiries from members of the public, the Campaign Services Division asks questions to better understand which Division is best able to receive the call and provide assistance, thus resulting in fewer callbacks. Lastly, through customer service training sessions (see Goal #5), the Department will stress the importance of an efficient and accurate turn-around of information requests or general inquiries from the public.

Voter Outreach and Education Advisory Forum

The Department started the 2005 election season by gathering together many of the community organizations to meet with Outreach staff for a Voter Education Outreach Advisory Forum to discuss how to better reach out and educate San Francisco's Voters. We had successful meetings in June, July, and August. As the Outreach Team prepared for the November election, the Department initiated its "Voter Education Outreach Advisory Forum Newsletter"; this newsletter is meant to supplement the Advisory forums. The newsletter will keep local community organizations informed of the activities of the Department's Outreach Team as well as provide important election information, such as deadlines and procedures for scheduled elections, new laws that affect registration, voters, and elections, and will also provide general election and Departmental information. The Department will continue to keep communication open with organizations to gather feedback on future forum topics and ideas for improved services.

and Processing Center at Pier 29, San Francisco polling places, uplink sites, the Election Center located in City Hall (election day only), write-in vote processing and all procedures for Canvassing the election located in Brooks Hall.

Each member of the Observer Panel is provided with a "Declaration of the Election Observer Panel." This document allows members to document exceptions (if any) as well as comments (if any). The Panel members and voters may also provide feedback in the form of a letter or via email. As with voters and pollworkers, the Panel's comments are compiled, reviewed and potentially incorporated in to future processes within the Department.

Performance Measures

	2003-2004 <u>Actual</u>	2004-2005 <u>Target</u>	2004-2005 <u>Projected</u>	2005-2006 <u>Target</u>
Encourage San Franciscans to participate in civic functions¹				
* Annual average number of registered voters	457,304	470,450	486,937	438,243
* Annual average number of turnout voters	230,892	238,167	361,822	180,911
* Annual average number of absentee voters	103,604	89,412	135,468	74,507
* Average percentage of turnout for elections	50.5%	50.6%	74.3%	41.6%
* Average percentage of absentee voters	33.90%	37.50%	37.44%	41.18%

The above performance measures are similar to the performance measures listed in the California Code of Regulations as one kind of evaluation criteria of a county's outreach program (CCR, Title 2, Div. 7, Chapter 1, Article 3, §20000 et. sec). However, there are multiple factors outside the control of any elections official in using the above performance measures as the only performance measures of an elections department. Listed below are factors that contribute to the number of projected voters for Fiscal Year '05-'06.

- Voter apathy or lack of interest in the issues on the ballot;
- Level of media coverage on the election;
- The movement of the electorate (in and out of the City which has an affect on the number of eligible registrants);
- The Department's ability to carry out it's voter outreach and education programs to affect the above measures based on the amount of annual funding provided;
- The continued support of the community organizations and community leaders in reaching out to San Franciscan's about voter registration and elections; and
- The changes in election related laws that continue to create a difficult and confusing process for voters and pollworkers – i.e. voters intimidated by the process.

The performance of an elections department may also include assessments of programs and services offered and how well the department adapts to public reaction to such programs and

¹ The Department would like to consider revisions to the set performance measures and hopes to meet with the Controller's Office in the near future for this discussion.

Additionally, the Secretary of State is developing a statewide curriculum for pollworker training and has asked San Francisco to contribute much of its own materials for this program. During the month of August 2005, the Secretary of State's office contacted our Pollworker Training Division seeking materials to review in relation to the Department's pollworker training curriculum. After reviewing the materials, the Secretary of State's office has now requested to attend pollworker training classes in San Francisco and to share our methods with counties throughout the state.

Performance Goals

As a rule, the Department of Elections is always planning ahead to revise goals and procedures, and seeking ways to improve efficiency and customer service. Whether we look for new technologies, training opportunities for staff, or sharing ideas with other election offices in the State, we continue to seek ways to make our visions and goals a reality. But as with any change, the costs associated could hinder the course the direction the Department would like to take. The financial factors that could affect the plans of the Department could be, but are not limited to, the following:

- Changes in state or local law affecting the processes and procedures already in place;
- The creation of new processes and procedures which hamper the Departments ability to use staff resources differently;
- The state's budget crisis limiting the reimbursements for state mandated programs;
- The City's own budget situation which will limit the resources provided to the Department to meet such goals; and
- The potential loss of key temporary employees who would lead such plans for improvements.

Future Goals

Listed below are the goals the Department has set for itself to meet in either the upcoming Fiscal Year or further down the road.

- The Department is planning to increase its online services and have an interactive website. We would like to have more forms available on line and received electronically, in addition to the online pollworker application, such as an absentee ballot application and application for multilingual voter services. Currently, our website allows voters to type in their addresses and see the addresses of the polling places, but this feature is only available just weeks before an election as polling places are established. We would like to enhance this feature to also allow voters to verify they are currently registered, and have this feature available to voters at any time.
- The Department is also in the process of developing a plan to track our effectiveness in community outreach and education events by monitoring the average number of people attending and requesting these events. The Outreach Division is also enhancing its database to allow staff to further monitor effectiveness by categorizing forms and applications such as compiling pollworker applications by those who can provide bilingual assistance and by what languages or compiling the number of multilingual services applications by language. The Division will also use the help of Precinct Services to provide GIS maps showing census data in order for the Division to better target communities.
- An interactive voice response application that would allow callers to hear election information, including material from the Voter Information Pamphlet, which greatly increase the accessibility of the Department's election materials to the visually impaired. This system would also have translation capabilities such as Chinese and Spanish. This would require funding that the Department does not currently have.
- The Department will work to develop legislation to remove the requirement that maintains San Francisco as a state filing location for state campaign finance forms. If this legislative



SAN FRANCISCO DEPARTMENT OF ELECTIONS
A BRIEF SUMMARY OF EACH DIVISION'S MAIN OBJECTIVES

Table of Contents

<i>The Fundamental Operations of the Department.....</i>	<i>2</i>
<i>Administrative Division.....</i>	<i>3</i>
<i>Ballot Distribution.....</i>	<i>3</i>
<i>Campaign Services.....</i>	<i>3</i>
<i>Management Information Systems.....</i>	<i>3</i>
<i>Pollworker Recruitment and Training.....</i>	<i>3</i>
<i>Precinct Services.....</i>	<i>3</i>
<i>Publications.....</i>	<i>4</i>
<i>Voter Outreach and Education.....</i>	<i>4</i>
<i>Voter Services.....</i>	<i>4</i>
<i>Warehouse.....</i>	<i>4</i>

Voice (415) 554-4375
Fax (415) 554-7344

1 Dr. Carlton B. Goodlett Place, Room 48
San Francisco CA 94102-4634

Absentee Fax (415) 554-4372
TTY (415) 554-4386

5,20

Administrative Division

Main Objectives

The Administrative Division handles payroll, human resources, budget preparation and oversight, and the purchase and billing for all office and election related materials and supplies. On Election Day, the Administrative Division coordinates the use of vehicles to transport supplies and workers from the election center in City Hall to precincts where they are needed.

The Administrative Division's Office Manager is responsible for overseeing the daily office operations such as assisting Campaign Services Division with customer service responsibilities, work with Purchasing on supplies and office machine maintenance, and answering customer service requests and inquiries. The Office Manager is also the Department's liaison to other City Departments and Commissions.

Ballot Distribution

Main Objectives

The Ballot Distribution Division oversees the operation for the preparation and mailing of absentee ballots and opening and processing returned ballots, the distribution of precinct ballots and precinct specific supplies to each Inspector prior to the election and any supplemental supplies on election day, the ballot remake process, the official canvass (counting qualified write-in votes, reconciliation of the number of ballots used, and the 1% manual tally), management of election night results transmission sites, and the processing center operations (return of all precinct supplies on election night) at Pier 29.

Campaign Services

Main Objectives

The Campaign Services Division is responsible for providing information and customer service about: candidate filing; initiative, referendum, and recall petitions; proponent, opponent, and paid ballot arguments; and general information concerning the Department's activities. Campaign Services is also responsible for operation of the front counter and providing general customer service, acting as filing officer for state campaign reports, conducting the "Open House", serving as escorts for election observers, and operation of the public phone bank that opens weeks before each election.

Management Information Systems

Main Objectives

The Management Information Systems Division (MIS) handles the technological needs of the Department including year round maintenance of the Department's website, network infrastructure, and design and maintenance of database applications. MIS is also responsible for election night reporting, and production of canvass reports and the statement of the vote. MIS also works with the Secretary of State and other vendors to coordinate transferring data information and other system activities. The Division also helps with the Logic and Accuracy testing (extensive pre-testing of each voting machine that will be used on election day).

Pollworker Recruitment and Training

Main Objectives

The Pollworker Division is responsible for the recruitment and training of more than 3,000 pollworkers and bilingual pollworkers, management of the High School Pollworker Program, and coordinating the dispatch of backup pollworkers to precincts where needed on election day. The Division also oversees the election day outgoing troubleshooting phonebank, and the hiring, training, and coordination of the Field Election Deputies who troubleshoot polling place issues on election day.

Precinct Services

Main Objectives

City & County of San Francisco

Elections Department - DRAFT FY 0607 Target Budget

DRAFT

REG 1A-AGF-AAA805002

		FY 0607	
obj	Item Description	Detail	2006-2007
001	Permanent Salaries		1,439,697
005	Temporary Salaries		1,525,759
009	Premium Pay		10,000
011	Overtime		350,000
012	Holiday Pay		5,429
013	Fringe Benefits		642,520
021	Travel		1,000
022	Training		1,500
023	Local Field Expense		500
024	Membership Fees		1,500
026	Court Fees and Other Compensation		
	Pollworker Class Instructors		6,000
027	Professional and Specialized Services		
	temp agency	10,000	
	ballot, VIP, outreach material; translation, type, layout	225,000	
	VIP mail house / inkjetting/ tray, bundle/ sort	85,000	
	DIMS - Voter database software maintenance	108,422	
	Recycling Services - Shred it	950	
	mapping services	3,000	
	press clipping service	750	
	Audio translations - VIP and DRE ballot	5,000	
	outreach PSA video production	-	
	braille transcriptions	250	
	payments to pollworkers	435,052	
TOTAL 027 Professional & Specialized Services			873,424
028	Scavenger and Janitorial Services	10,000	
029	Equipment Maintenance		
	voting system vendor	?????	
	small equipment repair	500	
	envelope opener	900	
	voting booth repair/replace	22,500	
TOTAL : 029 Equipment Maintenance			33,900

5.24

40	Materials and Supplies		
	other equipment	10,000	
	minor furnishings	5,000	
	luggage carts	9,765	
	ADA ramps and mats	2,500	
	electrical	1,500	
	hardware supplies	5,000	
	lighting - emergency	4,071	
	food	3,000	
	precinct supplies	35,000	
	office / election supplies	20,000	
	outreach materials	10,000	
	ballot pens	15,000	
	ballot boxes		
	supply bags	5,610	
	safety equipment	10,500	
	uniforms	3,200	
TOTAL: 040 Materials and Supplies			140,146

352	Civic Center Garage		
5221	Fees Licenses Permits		1,500
060	Equipment Purchase	60,000	

5.26

DRAFT

001 Perm Salaries-Misc

005 Temp Salaries-Misc

009 Premium Pay

Premium pay is paid to employees who use their bilingual skills routinely and consistently as part of their regular job assignment. but less than 40 hours per pay period. Bilingual premium pay is \$40 per pay period.

011 Overtime

012 Holiday Pay

013 Mandatory Fringe Benefits

021 Travel

022 Training

023 Local Field Expense

024 Membership Fees

Mapping Services (\$3,000)

5,000 19" x 24" color precinct maps of the City and County of San Francisco are printed for distribution to FEDs, Sheriffs, polling places, campaigns, and for sale to the public.

Press Clipping Service (\$750)

Audio Translation - VIP and DRE Ballot

Outreach PSA

Braille Transcriptions

Payments to Poll workers

027 Scavenger and Janitorial

029 Equipment Maintenance

Voting System Vendor

Small Equipment Repair

Envelope Opener Maintenance (\$900)

International Mailing Equipment repairs the automatic letter opener that is used to open returned absentee ballot envelopes. The volume of envelopes passing through the unit, and the time driven schedule means the opener must be kept in prime running order. The annual maintenance fee is \$900

Election Day Hand Trucks (\$750)

Heavy Duty handcarts are rented for use at the processing center to unload the vehicles. Dolly Rentals provides these for \$5 each for a 24-hour period. We anticipate using 75 handcarts for two days during the run-off election to unload incoming vehicles and move equipment to warehouse processing/storage areas.

Portable Toilets (\$11,935)

The owners of many polling locations decline to have inspectors and clerks use their restroom facilities, therefore the department must provide portable toilets at those sites. Port-a-potties are put in place by 5:00 am on election morning and picked up following poll closure. As well portable toilets are delivered to the staging areas, and the processing center at Pier 29. Several units are kept on stand-by for Election Day. The portable toilet units are delivered to approximately 126 locations at a cost of \$84 per unit. Four accessible units are placed at a cost of \$120 each.

Forklift (\$3,250)

Ballots are delivered on pallets. Forklifts are necessary to unload the delivery trucks as well as move the pallets into place for sorting. The crew at Brooks Hall requires a forklift to move the pallets of elections materials from delivery through the canvass time and to load the materials on trucks to be taken to the secure document storage facility in Alameda. A 4-month rental including delivery, pick-up, and return is \$3,250.

Fencing (\$1,302)

Ballots are canvassed and processed at Brooks Hall, the basement of Bill Graham Civic Auditorium. As the Public Library and Event Facilities use Brooks Hall for storage, the ballot area must be secured. Fence panels are rented to enclose and secure the ballot processing area.

Audio Visual (\$700)

The North Light Court at City Hall is the media center for Election Day and evening. City Hall Media Services do not have the equipment necessary for the press center and results displays. McCune Audio delivers the needed equipment and provides two techs to set up, monitor and strike. Equipment includes screen frame, rear fabric, black dress kit, Sanyo 2100 lumens projector, and media cart.

035 Other Current Expenses**Pollworker Training Manuals (\$10,000)**

Each inspector and clerk is provided with a copy of the Pollworker Manual. Copies are used training sessions, added to the inspector bag, carried with the FED supplies and on hand for standby workers. About 3,500 inspectors and clerks will be trained for the November 2006 election. Each will be given a copy in class. The remainder of the run will be used as

City Wide Mailer (\$62,000)

A postcard mailing to every voting household regarding the implementation of the new voting system and HAVA related information. Production costs \$441, printing \$22,095 and postage \$37,982

Miscellaneous Envelopes

Precinct signage

Overnight Mail and Delivery Services (\$20,000)

Time driven delivery of absentee ballots, especially to out of state, overseas, or replacement requests requires the use of overnight or express overseas mail services. The Department had 3,083 out of state voters registered in the November 2005 election. Voter Services projects this number will rise to over 5,000 for the November 2006 election.

Copy Machines

AV ballot Postage

VIP Postage (\$135,000)

Every registered voter is mailed a copy of the Voter Information Pamphlet. In addition voter's indicating a Chinese or Spanish language preference are mailed a VIP in the language of their choice as well. 450,000 Voter Information Pamphlets are projected to be mailed at a cost of .30 each.

USPS/ Nixie (\$10,000)

Other Postage

Craigslist Advertising (\$1,350)

Craigslist web postings are bought at a bulk rate, and have proved a valuable source of recruitment for polling place Inspectors, Pollworkers, Field Election Deputies, and Election

Legal Advertising

Outreach Advertising

5.34

Ballot Pens

Ballot Boxes

Supply Bags (\$5,610)

Each polling place inspector is issued two bags of precinct supplies which include the ballots for their precincts, roster, ballot pens, secrecy sleeves, street indexes, precinct signage and other supplies. Supplies weigh upward of 150 pounds. Each election season the bags are replaced as a result of wear and tear from the weight of the contents. Replacement supply bags are XXX each and the Department requires two per precinct.

Safety Equipment

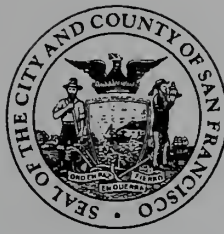
Uniforms

352 Parking Garage/Lot Rentals
Civic Center Garage

060 Equipment Purchase (\$60,000)

081 Services of Other Departments

ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE



GERARD GLEASON, CHAIR
SHEILA CHUNG, VICE CHAIR
RICHARD P. MATTHEWS

City and County of San Francisco

(Approved: _____)
City and County of San Francisco
ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE
City Hall, Room 408
Minutes of the Meeting Held
Tuesday, February 07, 2006

DOCUMENTS DEPT.

SEP 28 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **Call to Order and Roll Call.** Commissioner Gerard Gleason, Chair, called the meeting to order at 4:08 pm. Commissioners Shelia Chung and Richard Matthews, Deputy City Attorney Claire Sylvia and Director John Arntz were also present.
2. **Public Comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.** David Pilpel acknowledged the contributions of Deputy City Attorney Claire Sylvia to the Elections Commission.
3. **Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of August 4, 2005.** Commissioner Matthews MOVED and Commissioner Chung SECONDED the item.
Public Comment – David Pilpel made a typographical correction to the minutes. In addition, Mr. Pilpel asked if draft Committee minutes could be approved in a regular Commission meeting to eliminate long periods of time passing between the time of a Committee meeting and approval of the minutes at a later meeting of the Committee, given the infrequency of Committee meetings.

The MOTION CARRIED with an unanimous vote to approve the minutes with the correction.

4. **Discussion and possible action to recommend that the Elections Commission approve a Supplemental Budget request for Fiscal Year 2005-2006.** *Chairperson Gleason* requested that the Committee go over this budget request item by item and ask questions where necessary.

Chairperson Gleason asked if the Director had an actual number of temporary employees. The Director answered that staff has developed staffing charts for temporary/as-needed staffing for this fiscal year and he reminded the Commission that the Department does not have funding for all the temporary

positions that are needed for the Primary Election. The Director explained that the City allocated the same funding amount to the DoE that was used for the last two years, which were one-election years. This year, there will be two elections, which is why this supplemental budget request is necessary.

Commissioner Chung reminded the Director and the Commission that there have been more changes in expenses since the last two years which the City's budget allocation may not have considered, such as increased absentee ballots, voter numbers, the purchase of a new voting system, and new federal and state legal requirements that increase the amount of work needed to meet these new demands.

Chairperson Gleason suggested that an appendix be submitted to the City, that would be a page with an election cycle calendar that makes the City aware that there will be more than one election for that year. Director Arntz stated that the DoE made it clear to the City that there would be two elections in this fiscal year as well as that there would need to be additional funding, because what was allocated would not be sufficient to conduct the elections.

The Director explained that polling sites will need to meet ADA standards. Many garages that were used as polling places in the past will not meet accessibility requirements. He said that the DoE needs staffing to look for more sites in order to meet the new legal demands.

Chairperson Gleason asked why the vendors don't provide an educational video for their equipment instead of the DoE having to do so. Director Arntz replied that most counties make their own instructional videos, but suggested that San Francisco could "borrow" ideas and text from other jurisdictions to use in our instructional materials. He said that the vendor may not be able to provide information in a video that would be as specific as the City might prefer. For example, we have different languages and cultures in our City and might want to take different approaches in disseminating information to voters. *Chairperson Gleason* suggested that the vendor offer more incentives to the City that include educational information for voters. Director Arntz said that he will look into this.

Commissioner Matthews asked if a new accounting staff person had been obtained. Director Arntz replied that this had occurred and that the person will begin working later this month. The Commissioner asked if the potential savings that an all postal ballot might realize had been calculated by the Department. The Director said that the information was collected and forwarded to Supervisor Daly's office and that he would provide the same information to the Commission.

Director Arntz stated that of particular notice on the supplemental budget was a replacement server. Currently, there is a server that malfunctioned and needs to be replaced.

Commissioner Matthews thanked David Pilpel for his efforts in offering his expertise to the DoE in its recent budget preparations.

Commissioner Gleason asked that the minutes reflect that the Committee is here today regarding the request for a supplemental appropriation for the Department's budget in order to conduct a regularly scheduled second election; so that two years from now, we can review and determine if underfunding for a regularly scheduled election is an anomaly or standard operating procedure when the city prepares its budget.

Commissioner Matthews MOVED and Commissioner Chung SECONDED that this Supplemental Budget Request go forward to the full Commission with the Budget and Policy Committee's recommendation for approval.

A roll call vote was UNANIMOUS.

5. **Discussion and possible action to review the Elections Department Budget for Fiscal Year 2006-2007.** *Commissioner Matthews* called the panel's attention to the "Efficiency Plan for San Francisco's Department of Elections, Fiscal Year 2005-2006", page 5.2 in the Commissioner's packet for this meeting. He asked about the 380 outreach and education events with ten full-time staff that is mentioned in the plan, and whether there are any figures regarding how many new voters are registered as a result of these events. Director Arntz stated that this information would be hard to track, and the Department is currently following the outreach plan that was presented to the Commission last year. The Director added that the DoE is attempting to do presentations in "New Citizens" training classes.

Commissioner Chung asked if the Department has a way of measuring whether it is reaching its outreach goals. Director Arntz replied that the Department has "Feedback Forms". These forms were at polling places at the last election.

Commissioner Matthews called the panel's attention to "Pollworker Recruitment And Training", and complimented the Department and staff on their efforts and said that each year the training gets better. Additionally, the Commissioner praised the high school poll workers.

Commissioner Matthews praised the Department for its IRIS (Incident Reporting Information System) which assesses election day services and determines if the Department must focus on specific issues in its poll worker training programs, and reminded the Committee members that the Secretary of State (SOS) has asked the San Francisco DoE to contribute much of its own materials to help the SOS in developing a statewide curriculum for poll worker training.

Commissioner Gleason noted the "overnight mailing" expenses in the budget and asked if the Department was required to mail the ballots that are sent to San

Francisco voters who live overseas. Director Arntz replied that the Department uses Express Overnight because this service has a tracking element that allows the Department to know if the ballot reached the voter. The post office does not offer this tracking. This is not mandated, but is a service the Department provides to voters. Director Arntz said that the San Francisco Department of Elections tries, in every way it can, to see that our voters get their ballots.

Commissioner Matthews MOVED and Commissioner Chung SECONDED that the Budget Request for Fiscal Year 2006 - 2007 go forward to the full Commission with the Budget and Policy Committee's recommendation for approval.

A roll call vote was UNANIMOUS.

6. **ADJOURNMENT** at 5:32 pm.

Disability Access

The Elections Commission meeting will be held in Room 400, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact The Elections Office at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-6060.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

CORRECTION

ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE



GERARD GLEASON, CHAIR
SHEILA CHUNG
RICHARD P. MATTHEWS

City and County of San Francisco

AGENDA

March 15, 2006
7:00 P.M.

City Hall, Conference Room 408
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT

MAR - 9 2006

SAN FRANCISCO
PUBLIC LIBRARY

Order of Business:

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.
3. Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of February 07, 2006.
4. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



GERARD GLEASON, CHAIR
SHEILA CHUNG, VICE CHAIR
RICHARD P. MATTHEWS

City and County of San Francisco

(Approved: _____)
City and County of San Francisco
**ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE**
City Hall, Room 408
Minutes of the Meeting Held
Wednesday, March 15, 2006

DOCUMENTS DEPT.

SEP 28 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **Call to Order and Roll Call.** Commissioner Gerard Gleason, Chair, called the meeting to order at 7:00 pm. Commissioners Shelia Chung and Richard Matthews, Deputy City Attorney Miguel Marquez was present.
2. **Discussion and possible action to approve the minutes for the Budget and Policy Committee meeting of February 07, 2006.**
The MOTION CARRIED with an unanimous vote to approve the minutes.
3. **ADJOURNMENT** at 7:02 pm.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**GERARD GLEASON, CHAIR
SHEILA CHUNG, VICE CHAIR
RICHARD P. MATTHEWS**

City and County of San Francisco

AGENDA

DOCUMENTS DEPT.

**March 30, 2006
6:00 P.M.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place**

MAR 23 2006

**SAN FRANCISCO
PUBLIC LIBRARY**

07-15800 POSTAL 2006

Order of Business:

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee
3. Discussion and possible action to consider the question posed by the Director of Elections of whether to continue classifying the Commission Secretary position as full-time and to make a recommendation at the April 19, 2006 full Commission meeting.
4. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

Commissioners:

The attached is a list of most of my activities as Elections Commission Secretary.

This may be helpful during your consideration of our only agenda item.

Shirley

What the Elections Commission Secretary Does:

For the Department:

1. Responsible for purchasing and distributing refreshments for 250 to 350 personnel immediately before and during election day.
2. Provides data input services, customer relations and other services for various divisions when needed during times of low department staffing or when Department work volume is high, especially during periods close to candidate filing dates or election day.

For the Commission:

1. Prepares and distributes Commission and Committee agendas, notices, minutes and resolutions. (In some years there have been as many as 29 meetings per year).
2. Attends all Commission/Committee and Special Meetings; compiles and maintains records of proceedings of these meetings.
3. Secures meetings locations for regular and special meetings and makes all legal public postings (via website, public library, and physical meeting site) of these meetings.
4. Establishes and maintains filing system for the Commission Office as well as its website; collects materials and does research in preparation of reports.
5. Provides information to the public, governmental officials and the media concerning policies and actions of the Commission; refers interpretive questions to appropriate department staff.
6. Takes and transcribes notes of a wide variety of difficult and confidential matters; prepares memos, reports and letters independently or from rough drafts from Commissioners.
7. Researches pertinent issues and drafts reports for individual Commissioners, the Commission and/or Committee's review.

8. Coordinates flow of information to and among Commission/Committee members, and between them and department/government staff and citizens.
9. Interacts with department staff and Deputy City Attorney regarding the development and implementation of policies and procedures as prescribed by the Commission including matters of a confidential nature.
10. Responds to inquiries from the public, community groups and other government officials regarding policies, procedures and actions of the Commission/Committee, both orally and in writing.
11. Prepares and distributes regular reports and information packets to members of Commission/Committee.
12. Responsible for delivery of meeting materials to members in a timely manner that may include personally delivering these materials directly to members' homes when necessary.
13. Advises the President of pending agenda issues and needs to be addressed.
14. Maintains a comprehensive table of all essential Motions and Resolutions approved by the Commission.
15. Responsible for initiation of all new Commissioners into the City system including administering The Oath of Office when necessary, arranging for Identification Badges, health benefits, manuals, instructing members in email procedures, phone message retrieval, parking, etc. As well as handles the necessary paperwork when Commissioners' terms expire or resign their appointments.
16. Ensures Commission members submit their annual Statements of Economic Interest and attend Conflict of Interest/Ethics training.
17. Provides physical and electronic copies of public documents to the general public on a regular basis and in response to direct requests.
18. Arranges for ADA accommodations for public to attend/participate in Commission Meetings.
19. Composes Press Releases.

ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE



GERARD GLEASON, CHAIR
SHEILA CHUNG, VICE CHAIR
RICHARD P. MATTHEWS

City and County of San Francisco

(Approved: _____)
City and County of San Francisco
ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE
City Hall, Room 408
Minutes of the Meeting Held
Wednesday, March 30, 2006

DOCUMENTS DEPT.

SEP 28 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **Call to Order and Roll Call.** Commissioner Gerard Gleason, Chair, called the meeting to order at 6:20 pm. Commissioner Richard Matthews, Deputy City Attorney Miguel Marquez and Director John Arntz were present. Commissioner Sheila Chung was absent.
2. **Discussion and possible action to consider the question posed by the Director of Elections of whether to continue classifying the Commission Secretary position as full-time and to make a recommendation at the April 19, 2006 full Commission meeting.**

Director Arntz explained that in last year's budget, the Mayor's Office reduced funding for the position of Commission Secretary from full-time to half-time. As a result, DoE is currently funding the second half of the Commission Secretary's salary. Prior to last year, the Mayor's Office provided funding for a full-time Commission Secretary. In the upcoming fiscal year, he expects the Mayor's Office to carryover the current budget and once again propose funding for a half-time position. The Director said that the DoE wants the Commission to make an official statement to the Mayor's Office whether it needs a full or half-time Secretary position for two reasons: first, the Commission should be advocating for the Commission Secretary position, either half or full-time, not the Department; and second, if the Commission requires a full-time secretary, funding for the other half of that position should not come from the remaining DoE budget for staffing.

Commissioner Matthews said that he was completely in favor of the Commission advocating for funding for its Secretary. He asked if the Commission requires a full-time secretary whether funding for half of the salary would come from other DoE personnel compensation.

Director Arntz answered that this has been the case for the current fiscal year, but if the position were to be funded by the Mayor's Office as a full-time position for the upcoming fiscal year, the answer would be "no", the funding would be

adequate to cover the full-time position. But if the position remains full-time and the Mayor's Office only provides funding for a half-time position, then there would be a decrease in the DoE's operating budget for its staffing.

Commissioner Matthews asked if it was correct to say that the question is whether to budget for the position accordingly, so that the money for the Commission Secretary's salary were segmented off and would not come out of "someone else's pocket." The Commissioner asked the Director to give an example of the detrimental effect of having to use DoE staffing funds to pay for half of the Commission Secretary's salary last year.

Director Arntz said that essentially \$54,498 of the DoE's budget was not allocated to temporary or permanent staffing for the Department. This was money that could not be used for the Department. He explained that there had been a significant conversation with the Mayor, the Board and the Controller's office regarding funding for the Department. While this specific amount was not mentioned, it was a part of the staffing needs discussion.

Commissioner Gleason asked if when the voters created the Elections Commission, there was a budget established for the Elections Commission and whether that budget included an Elections Commission Secretary?

Director Arntz stated that the Commission Secretary position was established but whether that position was to be full or part-time was not stated.

Commissioner Gleason stated that for the first three years, the position was full-time, then there was a decision to make it a half-time position to be funded half by the Department and the other half by funding from the Mayor's Office. He asked the Director to explain why/how this happened.

Director Arntz answered that for the current fiscal year the Mayor's Office wanted to split the Commission Secretary between two Commissions (in an effort to save money). When the budget was finalized, there was no other Commission or Department to pick up the half-time costs for the position, so the DoE picked up the remaining half.

Commissioner Gleason said that when the Secretary was originally hired, she was hired by the Commission as a full-time Secretary, the Secretary accepted this full-time position, then last year, because of budget concerns, the Mayor's office decided to fund the position as half-time.

Director Arntz said that this statement was correct.

Commissioner Gleason said that he did not understand why the Director of Elections was the "go to" person on this matter and not the Commission itself. He said that tonight's discussion was to find a way, other than a letter, to make a more concrete statement to advocate for this position as full-time.

Director Arntz explained that the Commission and the Commission Secretary are part of the DoE's budget. The Commission, itself, has no budget. Therefore, any funding issues related to the Commission are part of the Department's budget. For this reason, there is no conversation for the Commission to have, independent of the Department, when it comes to the Secretary's position with respect to funding for the position.

Commissioner Gleason showed the Committee a memorandum to another Commission from the Mayor's Office regarding a matter, and said he was disappointed that the Election's Commission had not be notified by the Mayor's Office in a similar manner.

Commissioner Matthews asked if the Director thought that the Mayor's Office now sees the Elections Commission Secretary's position as half-time.

Director Arntz answered that he feels that it has been made clear to the Mayor's Office that the past handling of this situation was not proper, and that it would not be a surprise to the Mayor's Office to learn that the Elections Commission expects the position to be full time. He said that if the Commission makes a statement, that it would have some authority. And if any questions continued, the Commission could easily call a meeting with the Mayor's Office to discuss this matter. This would have an impact on the Mayor's Office's thinking regarding the DoE's budget, but the Director added that he does not want the funds to come from the DoE's budget because the Secretary's position should be independently funded.

Public Comment: David Pilpel explained that each City Department is responsible for its budget, and included in each budget is its Commission's Secretary. He gave two examples: The Arts Commission, with a staff of 30 or more, has a full-time Commission Secretary; the Port Commission, with a staff of 300, shares its Commission Secretary who also serves as Executive Assistant to the Port Director. Mr. Pilpel said that the list of activities of the Commission Secretary that was provided by Ms. Rodriques is justification for a full-time position.

MOTION: That the Commission draft a letter over the signature of the President that the Commission Secretary position should be full-time. Furthermore, that the Budget and Policy Committee recommend to the full Commission that the Commission try to stay as aware and informed as possible through the Director, of anything in addition to a letter that can be done to advocate for this full-time position.

The roll call vote was UNANIMOUS.

ADJOURNMENT was at 6:40pm.

**ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE**



**GERARD GLEASON, CHAIR
SHEILA CHUNG, VICE CHAIR
RICHARD P. MATTHEWS**

City and County of San Francisco

AGENDA

DOCUMENTS DEPT.

April 25, 2006
5:00 P.M.
City Hall, Room 421
1 Dr. Carlton B. Goodlett Place

APR 14 2006

SAN FRANCISCO
PUBLIC LIBRARY

04-14-07P01:39 RCVD

Order of Business:

1. Call to Order, Flag Salute and Roll Call.
2. Public comment on items appearing or not appearing on the agenda that are with the jurisdiction of the Budget and Policy Committee.
3. **Discussion and possible action to approve the Budget and Policy Committee minutes for Wednesday, March 30, 2006.**
4. **Discussion and possible action to approve the Election Plan for the June 7, 2006 Consolidated Primary Election.**
5. Public comment on items appearing or not appearing on the agenda that are within the jurisdiction of the Budget and Policy Committee.

ADJOURNMENT

ELECTIONS
COMMISSION
BUDGET AND POLICY
COMMITTEE



GERARD GLEASON, CHAIR
SHEILA CHUNG, VICE CHAIR
RICHARD P. MATTHEWS

City and County of San Francisco

(Approved: _____)
City and County of San Francisco
ELECTIONS COMMISSION
BUDGET AND POLICY COMMITTEE
City Hall, Room 421
Minutes of the Meeting Held
Wednesday, April 25, 2006

DOCUMENTS DEPT.

SEP 28 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **Call to Order and Roll Call.** Commissioner Gerard Gleason, Chair, called the meeting to order at 5:15 pm. Commissioner Richard Matthews, Commissioner Sheila Chung, Deputy City Attorney Miguel Marquez and Deputy Director Linda Tulett were present.
2. **Discussion and possible action to approve the Budget and Policy Committee minutes for Wednesday, March 30, 2006.**

Commissioner Matthews MOVED and Commissioner Chung SECONDED approval of the minutes for March 30, 2006. The roll call vote was UNANIMOUS to approve the minutes.

3. **Discussion and possible action to approve the Election Plan for the June 7, 2006 Consolidated Primary Election.** Commissioner Chung MOVED and Commissioner Matthews SECONDED the approval of the Election Plan for the June 7, 2006 election.

Commissioner Matthews asked for a clarification of the difference in the numbers for "precincts" and the numbers for "polling places". Deputy Director Tulett explained that there are 561 polling places and 578 precincts, and the difference is the number of mail ballot precincts.

Commissioner Matthews asked that there be an addition to the "Critical Dates and Deadlines" section to include the ten-day public review period, that is the window that citizens have to contest ballot designations. He requested that the dates be listed in the current Election Plan and in future plans.

Commissioner Matthews stated that the state Election Code requires a 1% hand count of elections and that some counties have voluntarily increased this percentage. He asked what would be involved, in terms of resources, for the San Francisco Department of Elections (DoE) to increase its hand count to 3% or 5%. Ms. Tulett replied that the Department would need to form additional teams to accomplish the count within the mandated 28-day period. This would,

of course, also depend on the turnout, the precincts that are randomly selected, and the number of issues on the ballot. The Commissioner asked her to give this request some thought, particularly since this year the City will be using portions of a new system, and public comment at previous Elections Commission meetings have shown a concern regarding confidence in the new system.

Commissioner Chung asked the Deputy Director how many team members were involved in the hand count for the November 2005 election. Ms. Tulett explained that she didn't have the numbers from November, but that typically there are four people on each team, and that there was probably no less than five teams functioning at the last election. She reminded the Commissioners that the ballot styles were simpler for last November's election.

Commissioner Matthews asked that the Department include approximate dates for the following items currently in the plan: Pollworker Training and Recruitment, Logic and Accuracy Testing, Testing of Vote Tabulations Used in Precinct Polling Places (Need information on the testing and location of the AutoMARK) and Testing of Vote Tabulators to be Used for Absentee Ballots.

Chairperson Gerard Gleason presented his written list of suggestions for the Election Plan. (These minutes have his suggestions attached.) The Commissioner said that the plan is excellent and that he was impressed to see all the work that has been done regarding the explanation of the remake process, and the pollworker training lab.

Chairperson Gleason asked the Deputy Director for an explanation of the AutoMARK and the assisted voter issue. The Deputy Director explained that this issue is covered in the outreach presentations. She said that voters will be handed a "secrecy sleeve" in which to put their AutoMARK ballot, and that "secrecy sleeve" has a detailed explanation of what happens to their ballot.

Commissioner Chung asked if the number of languages, in which election information is provided, changes with each election. The Deputy Director answered that the City is mandated by the Voting Rights Act to provide material in Spanish and Chinese, but San Francisco tries to include materials in Russian, and a few materials are printed in Vietnamese and Tagalog, but not all of the outreach materials are provided these additional languages. Because the Department goes above and beyond the Department of Justice's mandate regarding the number of languages services are provided, the Commissioner said, she would like to see this mentioned in the election plan.

ACTION: A roll call vote was UNANIMOUS to move the Election Plan, with the additions and changes suggested by the members of the Budget and Policy Committee, to the full Elections Commission for approval.

ADJOURNMENT at 5:32 pm.

ATTACHMENT:

Proposed additions and changes to June 3, 2006 Election Plan: Commissioner Gerard Gleason.

Page 2

Section II : New Equipment

The explanation of the AutoMARK device is fully described as a "ballot-marketing" machine and is not a tabulator and does not count votes or record any information from the ballots.

"The Department will tally votes from the Eagle and the AutoMARK independently of one another; AutoMARK ballots will be brought back to City Hall after election night and will be tallied using a central count machine."

There should be some indication to voters using the AutoMARK that they will not have their ballots processed in the Eagle tabulator that is present at the same precinct, as are other voters who will be issued Optec Eagle ballots. AutoMARK ballots will be secured and collected for later, central tabulation.

There seem to be 3 separate and distinct destinations for ballots issued at the precincts:

- 1) Ballots voted by voters who sign the roster at the precinct, are issued a ballot and those voted ballots are processed in the Eagle tabulator at the precinct and the votes recorded on the memory pack.
- 2) Ballots issued to voters whose names are not on the roster and vote provisional ballots. Those ballots are seal in an envelope and collected to be tabulated at the Central Vote Count Center if found to be valid votes per provisional voting procedures.
- 3) Ballots voted by voters who sign the roster at the precinct, are issued a special ballot that will enable them to vote independently using the new AutoMARK equipment. Those special ballots are not compatible with the Optech Eagles present at the precincts and must be centrally processed using special tabulation devices which are located at the Central Vote Count Center. That tabulation equipment is known as the M650.

San Francisco is using a hybrid mix of vote tabulation devices to meet new HAVA requirement for disabled access voting. Voters will be able to get independent, unassisted access to vote using the AutoMARK device. As the ballots are designed using specific tabulation devices, different from the Optech Eagles at the precincts, AutoMARK ballots will need to be collected and processed centrally using a separate tabulation device that will not be present at the precincts.

This important distinction must be pointed out as it deals with an issue that is central to the public Election Plan and transparent operation of our elections. The issue is that a voter may ask the simple and proper question: "What are you doing with my voted ballot and why is it being treated differently?"

I would suggest that these issues be dealt with in two locations in the Election Plan.

#1 in Section II : New Equipment.

Possibly by adding in the current last sentence:

"...independently of one another; *voted* AutoMARK ballots will be *secured and* brought back to City Hall (after) (*on*) election night [*or: after the polls close*] and will be tallied using a

central count machine. *A further, detailed explanation of this procedure will be covered in Section XII (New and Unprecedented Procedures) of this Election Plan.*

#2 This situation is exactly why the “New and Unprecedented Procedures” section of the Election Plan was placed in the template. Some type of explanation using the information above should be able to cover this important change.

Page 3

Section III Election Summary:

One of the issues that we need to address in preparing the Election Plan is the even-handed way of dealing with political offices and political parties. It was specifically addressed in the Election Plan template that reported numbers of registered voters, by political party, need not be part of the Election Plan, except in the case of Primary Elections that would cause specific ballots to be printed by party. Therefore it is proper for registration numbers by party be reported in this Election Plan as this is a Primary Election.

Election Summary, subsection 1.

Partisan County Central Committees

It would be best to change to:

“Democratic *Party* and Republican *Party*

Candidates for *County Council of the Green Party and County Central Committee of the Peace and Freedom Party* are not on the ballot because...”

This wording is requested so that there is not shorthand or mixed terminology when dealing with the political parties.

Election Summary, subsection 2.

Voter Registration numbers: As of April 10, 2006

It may be recommended that the parties be listed in alphabetical order, followed by Non-Partisan. As currently listed, it does appear, almost, that the list is by party with largest registered numbers, but actually are not. There may be some valid reason to focus on largest to lowest numbers by registration since that causes specific ballot printing and processing requirements by the Department. This should be discussed and determined as to what is best, but for now it looks like there should be some reason why it appears as it does. There is also, currently, some bolded type that looks inadvertent.

Open Primary Election

There seems to be no information on the Department’s preparations or procedures for dealing with Open Primary voting.

For the Election Plan, the Department need not explain the Open Primary processes. It may simply be stated that this is an Open Primary and who qualifies to use the opportunity to vote in the Open Primary process is fully explained in the Voter Information Pamphlet sent to all

voters, on the Department's website, outreach programs or anywhere else the information of how to vote in the Open Primary process is available.

However a brief explanation of tasks the Department undertakes to facilitate the Open Primary should be included in the Election Plan.

For instance the Department mailed out notices to Non-Partisan Perm AV voters informing them of the opportunity to request a party-specific ballot by a certain date.

Also a brief description of how Open Primary party specific ballots, or ballots issued to non-partisan voters, are distributed/and or accounted for at the precincts.

4855 2

